

<b>SOLICITATION, OFFER AND AWARD</b>		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		RATING N/A	PAGE OF PAGES *
2. CONTRACT NUMBER		3. SOLICITATION NUMBER PR-CI-03-10595	4. TYPE OF SOLICITATION [ ] SEALED BID (IFB) [X] NEGOTIATED (RFP)	5. DATE ISSUED October 14, 2003	6. REQUISITION/PURCHASE NUMBER PR-CI-03-10595
7. ISSUED BY (Hand Delivered/Overnight Commercial Carriers)			CODE	8. ADDRESS OFFER TO (If other than Item 7) (U. S. Mail Only)	
Environmental Protection Agency Contracts Management Division 4411 Montgomery Road Norwood, OH 45212				Environmental Protection Agency Contracts Management Division 26 W. Martin Luther King Drive Cincinnati, OH 45268	

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder"

**SOLICITATION**

9. Sealed offers in original and <u>6</u> copies for furnishing the supplies or services in the Schedule will be received at the place specified in item 8, or if handcarried, in the depository located in item 7 until <u>04:00 PM</u> local time <u>11/24/03</u> (Hour) (Date)					
CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1 All offers are subject to all terms and conditions contained in this solicitation.					
10. FOR INFORMATION CALL:		A. NAME MATTHEW J. GROWNEY		B. TELEPHONE (NO COLLECT CALLS) AREA CODE NUMBER EXT. 513 487-2029	C. E-MAIL ADDRESS growney.matthew@epa.gov

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**OFFER** (Must be fully completed by offeror)

NOTE: Item 12 does not apply if the solicitation includes the provisions in 52.214-16, Minimum Bid Acceptance Period.	
12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.	

13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause 52-232-8)	10. CALENDAR DAYS	20. CALENDAR DAYS	30. CALENDAR DAYS	___ CALENDAR DAYS
	%	%	%	%
14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated:)	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE
15A. NAME AND ADDRESS OF OFFEROR	CODE	FACILITY	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)	
15B. TELEPHONE NUMBER	15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE		17. SIGNATURE	18. OFFER DATE
AREA CODE NUMBER EXT.	[ ]			

**AWARD** (To be completed by Government)

19. ACCEPTED AS TO ITEMS NUMBERED	20. AMOUNT	21. ACCOUNTING AND APPROPRIATION	
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: [ ] 10 U.S.C. 2304(c)( ) [ ] 41 U.S.C. 253(c)( )	23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)		ITEM
24. ADMINISTERED BY (If other than item 7)	CODE	25. PAYMENT WILL BE MADE BY	CODE:
		Environmental Protection Agency Research Triangle Park Financial Management Center (D143-02) Research Triangle Park, NC 27711	
26. NAME OF CONTRACTING OFFICER (Type or print)	27. UNITED STATES OF AMERICA		28. AWARD DATE
	(Signature of Contracting Officer)		

IMPORTANT - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.

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Previous edition is unusableSTANDARD FORM 33 (REV. 9-97)  
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**PART I - THE SCHEDULE****SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS****B.1 LEVEL OF EFFORT--COST REIMBURSEMENT TERM CONTRACT (EPAAR 1552.211-73)  
(APR 1984) DEVIATION**

(a) The Contractor shall perform all work and provide all required reports within the level of effort specified below. The Government will order 1,300,000 direct labor hours for the base period which represents the Government's best estimate of the level of effort required to fulfill these requirements.

(b) Direct labor includes personnel such as engineers, scientists, draftsmen, technicians, statisticians, and programmers and not support personnel such as company management, typists, and key punch operators even though such support personnel are normally treated as direct labor by the Contractor. The level of effort specified in paragraph (a) includes Contractor, subcontractor, and consultant labor hours.

(c) Under any circumstances, if the Government orders or the Contractor provides less than 90 percent of the level of effort specified for the base period or any optional period exercised, an equitable downward adjustment of the fixed fee, if any, for that period will be made. The Government may require the Contractor to provide additional effort up to 110 percent of the level of effort for any period until the estimated cost for that period has been reached. However, this additional effort shall not result in any increase in the fixed fee, if any. If this is a cost-plus-incentive-fee (CPIF) contract, the term "fee" in this paragraph means "base fee and incentive fee." If this is a cost-plus-award-fee (CPAF) contract, the term "fee" in this paragraph means "base fee and award fee."

(d) If the level of effort specified to be ordered during a given base or option period is not ordered during that period, that level of effort may not be accumulated and ordered during a subsequent period.

(e) These terms and conditions do not supersede the requirements of either the "Limitation of Cost" or "Limitation of Funds" clauses.

**B.2 WORK ASSIGNMENTS (EPAAR 1552.211-74) (APR 1984) ALTERNATE I (APR 1984)**

(a) The Contractor shall perform work under this contract as specified in written work assignments issued by the Contracting Officer.

(b) Each work assignment will include (1) a numerical designation, (2) the

estimate of required labor hours, (3) the period of performance and schedule of deliverables, and (4) the description of the work.

(c) The Contractor shall acknowledge receipt of each work assignment by returning to the Contracting Officer a signed copy of the work assignment within 7 calendar days after its receipt. The Contractor shall begin work immediately upon receipt of a work assignment.

Within 30 calendar days after receipt of a work assignment, the Contractor shall submit 2 copies of a work plan to the Project Officer and 1 copy to the Contracting Officer. The work plan shall include a detailed technical and staffing plan and a detailed cost estimate.

Within 14 calendar days after receipt of the work plan, the Contracting Officer will provide written approval or disapproval of it to the Contractor.

If the Contractor has not received approval on a work plan within 30 calendar days after its submission, the Contractor shall stop work on that work assignment. Also, if the Contracting Officer disapproves a work plan, the Contractor shall stop work until the problem causing the disapproval is resolved. In either case, the Contractor shall resume work only when the Contracting Officer finally approves the work plan.

(d) This clause does not change the requirements of the "Level of Effort" clause, nor the notification requirements of either the "Limitation of Cost" or "Limitation of Funds" clauses.

(e) Work assignments shall not allow for any change to the terms or conditions of the contract. Where any language in the work assignment may suggest a change to the terms or conditions, the Contractor shall immediately notify the Contracting Officer.

(f) Within 20 days of receipt of the work assignment or similar tasking document, the Contractor shall provide a conflict of interest certification. Where work assignments or similar tasking documents are issued under this contract for work on or directly related to a site, the Contractor is only required to provide a conflict of interest certification for the first work assignment issued for that site. For all subsequent work on that site under this contract, the Contractor has a continuing obligation to search and report any actual or potential conflicts of interest, but no additional conflict of interest certifications are required.

Before submitting the conflict of interest certification, the contractor shall search its records accumulated, at a minimum, over the past three years immediately prior to the receipt of the work assignment or similar tasking document. In the COI certification, the Contractor must certify to the best of the Contractor's knowledge and belief, that all actual or potential organizational conflicts of interest have been reported to the Contracting Officer or that to the best of the Contractor's knowledge and belief, no

actual or potential organizational conflicts of interest exist. In addition, the Contractor must certify that its personnel who perform work under this work assignment or relating to this work assignment have been informed of their obligation to report personal and organizational conflicts of interest to the Contractor. The certification shall also include a statement that the Contractor recognizes its continuing obligation to identify and report any actual or potential conflicts of interest arising during performance of this work assignment or other work related to this site.

### **B.3 EMERGENCY RESPONSE SERVICE REQUESTS**

Emergency response services shall be provided by the contractor in response to events which create an imminent and substantial threat to human health and safety, and/or the environment.

The contract will be issued with a standing emergency response work assignment that will identify in a general manner the nature of emergency response services that may be ordered by individual service requests. When emergency response services are required, the Project Officer will issue service requests on a service request form. The service request will be within the scope of the emergency response work assignment. The service request will define the specific emergency response services (i.e., date to begin, date to end, location, limited hours, required services, etc.) If additional technical direction is required, such direction will be disseminated through the procedures set forth in the technical direction clause.

Service requests will include a numerical designation that relates to the corresponding work assignment. The Contractor shall proceed with the work upon receipt of the service request. The Project Officer shall submit one copy of each service request to the Contracting Officer no later than a week from the day in which the service request was issued. A standard work assignment will be issued for the services initiated under the standing emergency response service request work assignment once the exigencies of the response have ended and there is continuing effort to be provided by the REAC contractor.

Service requests shall not allow for any change to the terms or conditions of the contract or the Work Assignment. Where any language in the service request may suggest a change to the contract or Work Assignment terms or conditions, the contractor shall immediately notify the Contracting Officer.

### **B.4 AWARD FEE (EPAAR 1552.216-70) (AUG 2000)**

(a) The Government shall pay the contractor a base fee, if any, and such additional fee as may be earned, as provided in the award fee plan incorporated into the contract.

(b) Award fee determinations made by the Government under this contract are unilaterally determined by the Fee Determination Official (FDO). The amount

of the award fee to be paid is determined by the Government's judgmental evaluation of the contractor's performance in terms of the criteria stated in the contract. This determination and the methodology for determining the award fee are unilateral decisions made solely at the discretion of the Government.

(c) The Government may unilaterally change the award fee plan at any time, via contract modification, at least thirty (30) calendar days prior to the beginning of the applicable evaluation period. Changes issued in a unilateral modification are not subject to equitable adjustments, consideration, or any other renegotiation of the contract.

**B.5 ESTIMATED COST, BASE FEE AND AWARD FEE (EP 52.216-200) (APR 1984)**

(a) The estimated cost of this contract is \_\_\_\_\_.

(b) The base fee is \_\_\_\_\_.

(c) The award fee pool available for award for this contract is \_\_\_\_\_.

(d) This contract will be modified to reflect the award fee awarded as award fee determinations are made.

**B.6 LIMITATION OF FUNDS--COST-PLUS-AWARD-FEE CONTRACT (EP 52.232-110) (APR 1984)**

(a) Pursuant to the clause in this contract entitled "Limitation of Funds," funds have been allotted for the payment of allowable costs and fees estimated to be incurred for the contract period ending approximately \_\_\_\_\_.

Funding is allocated in accordance with the following schedule:

Estimated Costs	_____
Base Fee	_____
Award Fee Pool	_____

TOTAL FUNDS \_\_\_\_\_

(b) The provisions of the clause entitled "Limitation of Funds" shall become inapplicable at such time as an amount equal to the sum of the total estimated cost, base fee, award fee pool available for award, and award fee awarded, set forth in this contract, is allotted to this contract and the clause entitled "Limitation of Cost" shall be applicable.

**SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

**C.1 NOTICE REGARDING PROHIBITED CONTRACTOR ACTIVITIES ON ENVIRONMENTAL PROTECTION AGENCY (EPA) CONTRACTS (EP 52.000-000) (NOV 1994)**

The Contractor shall not perform any of the following activities on behalf of EPA in connection with this contract:

1. The actual preparation of Congressional testimony.
2. The interviewing or hiring of individuals for employment at EPA.
3. Developing and/or writing of Position Descriptions and Performance Standards.
4. The actual determination of Agency policy.
5. Participating as a voting member on a Performance Evaluation Board; participating in and/or attending Award Fee meetings.
6. Preparing Award Fee Letters, even under typing services contracts.
7. The actual preparation of Award Fee Plans.
8. The preparation of documents on EPA Letterhead other than routine administrative correspondence.
9. Reviewing vouchers and invoices for the purposes of determining whether costs, hours, and work performed are reasonable.
10. The preparation of Statements of Work, Work Assignments, Technical Direction Documents, Delivery Orders, or any other work issuance document under a contract that the contractor is performing or may perform. Such a work issuance document, prepared by an EPA prime contractor under an EPA prime contract for its subcontractor, is exempt from this prohibition.
11. The actual preparation of responses to audit reports from the Inspector General, General Accounting Office, or other auditing entities.
12. Preparing responses to Congressional correspondence.
13. The actual preparation of responses to Freedom of Information Act requests, other than routine, non-judgmental correspondence.
14. Any contract which authorizes a contractor to represent itself as EPA to

outside parties.

15. Conducting administrative hearings.

16. Reviewing findings concerning the eligibility of EPA employees for security clearances.

17. The actual preparation of an office's official budget request.

**C.2 STATEMENT OF WORK--CONTRACT WHERE WORK IS ORDERED BY WORK ASSIGNMENTS OR DELIVERY ORDERS (EP 52.210-110) (APR 1984)**

The Contractor shall furnish the necessary personnel, material, equipment, services and facilities (except as otherwise specified), to perform the Performance Work Statement included as Attachment 1.

The Contractor shall perform work under this contract only as directed in work assignments issued by the Contracting Officer.

**C.3 COMPLIANCE WITH EPA POLICIES FOR INFORMATION RESOURCES MANAGEMENT (EPAAR 1552.211-79) (OCT 2000)**

(a) Definition. Information Resources Management (IRM) is defined as any planning, budgeting, organizing, directing, training, promoting, controlling, and managing activities associated with the burden, collection, creation, use and dissemination of information. IRM includes both information itself, and the management of information and related resources such as personnel, equipment, funds, and technology. Examples of these services include but are not limited to the following:

(1) The acquisition, creation, or modification of a computer program or automated data base for delivery to EPA or use by EPA or contractors operating EPA programs.

(2) The analysis of requirements for, study of the feasibility of, evaluation of alternatives for, or design and development of a computer program or automated data base for use by EPA or contractors operating EPA programs.

(3) Services that provide EPA personnel access to or use of computer or word processing equipment, software, or related services.

(4) Services that provide EPA personnel access to or use of: Data communications; electronic messaging services or capabilities; electronic bulletin boards, or other forms of electronic information dissemination; electronic record-keeping; or any other automated information services.

(b) *General*. The Contractor shall perform any IRM related work under this contract in accordance with the IRM policies, standards and procedures set forth in this clause and noted below. Upon receipt of a work request (i.e. delivery order or work assignment), the Contractor shall check this listing of directives (see paragraph (d) for electronic access). The applicable directives for performance of the work request are those in effect on the date of issuance of the work request.

(1) IRM Policies, Standards and Procedures. The 2100 Series (2100-2199) of the Agency's Directive System contains the majority of the Agency's IRM policies, standards and procedures.

(2) Groundwater Program IRM Requirement. A contractor performing any work related to collecting Groundwater data; or developing or enhancing data bases containing Groundwater quality data shall comply with EPA Order 7500.1A - Minimum Set of Data Elements for Groundwater.

(3) EPA Computing and Telecommunications Services. The Enterprise Technology Services Division (ETSD) Operational Directives Manual contains procedural information about the operation of the Agency's computing and telecommunications services. Contractors performing work for the Agency's National Computer Center or those who are developing systems which will be operating on the Agency's national platforms must comply with procedures established in the Manual. (This document may be found at: <http://basin.rtpnc.epa.gov:9876/etsd/directives.nsf>.)

(c) Printed Documents. Documents listed in (b)(1) and (b)(2) may be obtained from:

U.S. Environmental Protection Agency  
Office of Administration  
Facilities Management and Services Division  
Distribution Section  
Mail Code: 3204  
Ariel Rios Building  
1200 Pennsylvania Avenue, N.W.  
Washington, D.C. 20460  
Phone: (202) 260-5797

(d) Electronic Access. Electronic access. A complete listing, including full text, of documents included in the 2100 Series of the Agency's Directive System is maintained on the EPA Public Access Server on the Internet at <http://epa.gov/docs/irmpoli8/>.

**C.4 ACQUISITION AND USE OF ENVIRONMENTALLY PREFERABLE PRODUCTS AND SERVICES  
(EP-S 97-1) (MAY 1999)**



(a) Executive Order 13101 of September 14, 1998, entitled "Greening the Government through Waste Prevention, Recycling, and Federal Acquisition" and Section 6002 of the Resource Conservation and Recovery Act (RCRA) of 1976, as amended (42 U.S.C. 6962, Pub L. 94-580, 90 Stat. 2822) require Federal agencies to procure designated items with the highest recovered materials content practicable.

(b) In the performance of this contract, the Contractor shall comply with the requirements of the following issuances:

(1) Title 40 of the Code of Federal Regulations, Part 247, Comprehensive Guideline for Procurement of Products Containing Recovered Materials (CPG), which designates items that are or can be made with recovered materials, and its companion pieces, the Recovered Materials Advisory Notices (RMANS). The CPG and RMANS provide recommended procurement practices, including recommended recovered material content levels, for purchasing products designated in the CPG. The Contractor shall comply with these recommendations, and such other CPG revisions and RMANS as the Environmental Protection Agency (EPA) may issue with respect to the procurement of products that contain recovered materials. (Copies of the CPG or RMANS, as well as information on manufacturers and vendors of designated items may be obtained by calling EPA's RCRA Hotline at (800) 424-9346, or, in the Washington, D.C., metropolitan area, at (703) 412-9810.)

(2) In complying with the requirements of paragraph (b), the Contractor shall coordinate its concerns and program guidance with EPA's Recycling Coordinator.

(c) The Contractor shall prepare and submit reports on the purchase of products containing recovered materials from time to time in accordance with written direction (e.g., in specified format) from the EPA Recycling Coordinator through the Contracting Officer. Reports shall be submitted to the EPA Recycling Coordinator, with a copy to the Contracting Officer, Mail Code 3204, Washington, D.C. 20460.

**SECTION D - PACKAGING AND MARKING**

[For this Solicitation, there are NO clauses in this Section]

**SECTION E - INSPECTION AND ACCEPTANCE****E.1 NOTICE Listing Contract Clauses Incorporated by Reference**

## NOTICE:

The following solicitation provisions and/or contract clauses pertinent to this section are hereby incorporated by reference:

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

NUMBER	DATE	TITLE
52.246-5	APR 1984	INSPECTION OF SERVICES--COST-REIMBURSEMENT

**E.2 HIGHER-LEVEL CONTRACT QUALITY REQUIREMENT (GOVERNMENT SPECIFICATION)  
(FAR 52.246-11) (MAR 2001)**

The Contractor shall comply with the higher-level quality standard selected below.

	<u>Title</u>	<u>Numbering</u>	<u>Date</u>	<u>Tailoring</u>
[✓]	<i>Specifications and Guidelines for Quality Systems for Environmental Data Collection and Environmental Technology Programs</i>	ANSI/ASQC E4	1994	See below
[ ]				
[ ]				

As authorized by FAR 52.246-11, the higher-level quality standard ANSI/ASQC E4 is tailored as follows:

The solicitation and contract require the offeror/contractor to demonstrate

conformance to ANSI/ASQC E4 by submitting the quality documentation described below.

In addition, after award of the contract, the Contractor shall revise, when applicable, quality documentation submitted before award to address specific comments provided by EPA and submit the revised documentation to the Contracting Officer's Representative.

After award of the contract, the Contractor shall also implement all quality documentation approved by the Government.

**A. Pre-award Documentation:** The offeror must submit the following quality system documentation as a separate and identifiable part of its technical proposal:

<u>Documentation</u>	<u>Specifications</u>
[X] Quality Management Plan	<u>EPA Requirements for Quality Management Plans (QA/R-2)</u> [dated 03/20/01]
[ ] Joint Quality Management Plan/Quality Assurance Project Plan for the contract	<u>EPA Requirements for Quality Management Plans (QA/R-2)</u> [dated 03/20/01] and <u>EPA Requirements for Quality Assurance Project Plans (QA/R)</u> [dated 03/20/01]
[ ] Programmatic Quality Assurance Project Plan for the entire program (contract)	<u>EPA Requirements for Quality Assurance Project Plans (QA/R-5)</u> [dated 03/20/01]
[ ] Other Equivalent:	

This documentation will be prepared in accordance with the specifications identified above, or equivalent specifications defined by EPA. Work involving environmental data generation or use shall not commence until the Government has approved this documentation and incorporated it into the contract.

**B. Post-award Documentation:** The Contractor shall submit the following quality system documentation to the Contracting Officer's Representative at the time frames identified below:

<u>Documentation</u>	<u>Specification</u>	<u>Due After</u>
[ ] Quality Management Plan	<u>EPA Requirements for Quality Management Plans (QA/R-2)</u> [dated 03/20/01]	Award of contract
[ ] Joint Quality Management Plan/Quality Assurance Project Plan for the contract	<u>EPA Requirements for Quality Management Plans (QA/R-2)</u> [dated 03/20/01] and <u>EPA Requirements for Quality Assurance Project Plans (QA/R-5)</u> [dated 03/20/02]	Award of contract
[ ] Quality Assurance Project Plan for the contract	<u>EPA Requirements for Quality Assurance Project Plans (QA/R-5)</u> [dated 03/20/01]	Award of contract
[ ] Programmatic Quality Assurance Project Plan for the entire program (contract)	<u>EPA Requirements for Quality Assurance Project Plans (QA/R-5)</u> [dated 03/20/01]	Award of contract
[X] Quality Assurance Project Plan for each applicable project	<u>EPA Requirements for Quality Assurance Project Plans (QA/R-5)</u> [dated 03/20/01]	Issuance of statement of work for the project
[ ] Project-specific supplement to Programmatic Quality Assurance Project Plan for each applicable project.	<u>EPA Requirements for Quality Assurance Project Plans (QA/R-5)</u> [dated 03/20/01]	Issuance of statement of work for the project
[ ] Other Equivalent:		[ ] award of contract [ ] issuance of statement of work for

the project

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This documentation will be prepared in accordance with the specifications identified above or equivalent specifications defined by EPA.

The Government will review and return the quality documentation, with comments, and indicating approval or disapproval. If necessary, the contractor shall revise the documentation to address all comments and shall submit the revised documentation to the government for approval.

The Contractor shall not commence work involving environmental data generation or use until the Government has approved the quality documentation.

(Note: Statement of work includes statements of work to perform projects under work assignments, task orders, delivery orders, etc.)

**E.3 INSPECTION AND ACCEPTANCE (EP 52.246-100) (APR 1984)**

(a) The Contracting Officer or the duly authorized representative will perform inspection and acceptance of materials and services to be provided.

(b) For the purposes of this clause, the Project Officer is the authorized representative of the Contracting Officer.

(c) Inspection and acceptance will be performed at:

U.S. EPA, ERT  
2890 Woodbridge Avenue  
Edison, New Jersey 08837

**SECTION F - DELIVERIES OR PERFORMANCE****F.1 NOTICE Listing Contract Clauses Incorporated by Reference**

## NOTICE:

The following solicitation provisions and/or contract clauses pertinent to this section are hereby incorporated by reference:

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

NUMBER	DATE	TITLE
52.242-15	AUG 1989	STOP WORK ORDER ALTERNATE I (APR 1984)

**F.2 REPORTS OF WORK (EPAAR 1552.211-70) (OCT 2000)**

The Contractor shall prepare and deliver reports, including plans, evaluations, studies, analyses and manuals in accordance with Attachment 2. Each report shall cite the contract number, identifying the U.S. Environmental Protection Agency as the sponsoring agency, and identify the name of the contractor preparing the report.

The OMB clearance number for progress reports delivered under this contract is 2030-0005 with an expiration date of March 31, 2006.

**F.3 WORKING FILES (EPAAR 1552.211-75) (APR 1984)**

The Contractor shall maintain accurate working files (by task or work assignment) on all work documentation including calculations, assumptions, interpretations of regulations, sources of information, and other raw data required in the performance of this contract. The Contractor shall provide the information contained in its working files upon request of the Contracting Officer.

**F.4 ADVISORY AND ASSISTANCE SERVICES (EPAAR 1552.211-78) (APR 1984)**

All reports containing recommendations to the Environmental Protection Agency shall include the following information on the cover of each report: (a) name and business address of the contractor; (b) contract number; (c) contract dollar amount; (d) whether the contract was subject to full and open competition or a sole source acquisition (e) name of the EPA Project Officer and the EPA Project Officer's office identification and location; and (f) date

of report.

**F.5 PERIOD OF PERFORMANCE (EP 52.212-140) (APR 1984)**

The period of performance of this contract shall be from effective date of award through 5/31/09 inclusive of all required reports.



**SECTION G - CONTRACT ADMINISTRATION DATA****G.1 CONTRACTORS REPLACEMENT OF GENERAL HARDWARE AND COMPUTERS**

Per the authority of EPA's class deviation to FAR part 45.302-1 (a) and (d), for scientific or technical services on site at the Edison, NJ laboratory, EPA may continue to provide facilities under this contract. However, EPA will not be responsible for the replacement of general purpose hardware or computers required to support the requirements of the Performance Work Statement. EPA has reviewed the existing GFP list included at Attachment 6 of this solicitation and anticipates that \$200,000 of the existing hardware and computers will have to be replaced by the contractor during the five year period of this contract.

**G.2 PAYMENT OF FEE (EPAAR 1552.216-74) (MAY 1991)**

(a) The term "fee" in this clause refers to either the fixed fee under a cost-plus-fixed-fee type contract, or the base fee under a cost-plus-award-fee type contract.

(b) The Government will make provisional fee payments on the basis of percentage of work completed. Percentage of work completed is the ratio of direct labor hours performed to the direct labor hours set forth in clause 1552.211-73, "Level of Effort--Cost-Reimbursement Term Contract."

**G.3 SUBCONTRACTING REPORTS--SMALL BUSINESS AND SMALL DISADVANTAGED BUSINESS CONCERNS (EP 52.219-120) (OCT 1991)**

The Contractor shall submit Standard Form (SF) 294, Subcontracting Report for Individual Contracts, and/or SF 295, Summary Contract Report, in accordance with the instructions on the forms.

Submit copies of these reports to:

Distribution	Addressee
original	Contracting Officer
1 copy	Senior Program Manager
	U.S. EPA
	Office of Small & Disadvantaged
	Business Utilization (1230C)
	Ariel Rios Building
	1200 Pennsylvania Avenue, N.W.
	Washington, D.C. 20460

1 copy

Mr. Norman White  
U.S. EPA  
Contracts Management Division  
26 West Martin Luther King Drive  
Cincinnati, OH 45268-7001

**G.4 SUBMISSION OF INVOICES (EPAAR 1552.232-70) (JUN 1996) DEVIATION**

In order to be considered properly submitted, an invoice or request for contract financing payment must meet the following requirements in addition to the requirements of FAR 32.905:

(a) Unless otherwise specified in the contract, an invoice or request for contract financing payment shall be submitted as an original and five copies. The contractor shall submit the invoice or request for contract financing payment to the following offices/individuals in the contract: the original and two copies to the Accounting Operations office shown in Block 25 on the cover of the contract; two copies to the Project Officer (the Project Officer may direct one of these copies to a separate address); and one copy to the Contracting Officer.

(b) The Contractor shall prepare its invoice or request for contract financing payment on the prescribed Government forms. Standard Forms Number 1034, Public Voucher for Purchases and Services other than Personal, shall be used by contractors to show the amount claimed for reimbursement. Standard Form 1035, Public Voucher for Purchases and Services other than Personal -Continuation Sheet, shall be used to furnish the necessary supporting detail or additional information required by the Contracting Officer. The Contractor may submit self-designed forms which contain the required information.

(c)(1) The Contractor shall prepare a contract level invoice or request for contract financing payment in accordance with the invoice preparation instructions identified as a separate attachment in Section J of the contract. If contract work is authorized by individual work assignments, the invoice or request for contract financing payment shall also include a summary of the current and cumulative amounts claimed by cost element for each work assignment and for the contract total, as well as any supporting data for each work assignment as identified in the instructions.

(2) The invoice or request for contract financing payment shall include current and cumulative charges by major cost element such as direct labor, overhead, travel, equipment, and other direct costs. For current costs, each major cost element shall include the appropriate supporting schedule identified in the invoice preparation instructions. Cumulative charges represent the net sum of current charges by cost element for the contract

period.

(d)(1) The charges for subcontracts shall be further detailed in a supporting schedule showing the major cost elements for each subcontract.

(d)(2) On a case-by-case basis, when needed to verify the reasonableness of subcontractor costs, the Contracting Officer may require that the contractor obtain from the subcontractor cost information in the detail set forth in (c)(2). This information should be obtained through a means which maintains subcontractor confidentiality (for example, via sealed envelopes), if the subcontractor expresses CBI concerns.

(e) Invoices or requests for contract financing payment must clearly indicate the period of performance for which payment is requested. Separate invoices or requests for contract financing payment are required for charges applicable to the basic contract and each option period.

(f)(1) Notwithstanding the provisions of the clause of this contract at FAR 52.216-7, Allowable Cost and Payment, invoices or requests for contract financing payment shall be submitted once per month unless there has been a demonstrated need and Contracting Officer approval for more frequent billings. When submitted on a monthly basis, the period covered by invoices or requests for contractor financing payments shall be the same as the period for monthly progress reports required under this contract.

(2) If the Contracting Officer allows submissions more frequently than monthly, one submittal each month shall have the same ending period of performance as the monthly progress report.

(3) Where cumulative amounts on the monthly progress report differ from the aggregate amounts claimed in the invoice(s) or request(s) for contract financing payments covering the same period, the contractor shall provide a reconciliation of the difference as part of the payment request.

#### **G.5 INDIRECT COSTS (EPAAR 1552.242-70) (APR 1984) DEVIATION**

(a) In accordance with paragraph (d) of the "Allowable Cost and Payment" clause, the final indirect cost rates applicable to this contract shall be established between the Contractor and the appropriate Government representative (EPA, other Government agency, or auditor), as provided by FAR 42.703-1(a). EPA's procedures require a Contracting Officer determination of indirect cost rates for its contracts. In those cases where EPA is the cognizant agency (see FAR 42.705-1), the final rate proposal shall be submitted to the cognizant audit activity and to the following:

Environmental Protection Agency  
Chief, Cost and Rate Negotiation Service Center  
Office of Acquisition Management (3802R)

Ariel Rios Building  
 1200 Pennsylvania Avenue, N.W.  
 Washington, D. C. 20460

The Contractor shall also follow the notification and cost impact procedures prescribed in paragraph (b) below.

Where EPA is not the cognizant agency, the final rate proposal shall be submitted to the above-cited address, to the cognizant audit agency, and to the designated Contracting Officer of the cognizant agency. Upon establishment of the final indirect cost rates, the Contractor shall submit an executed Certificate of Current Cost or Pricing Data (see FAR 15.406-2) applicable to the data furnished in connection with the final rates to the cognizant audit agency. The final rates shall be contained in a written understanding between the Contractor and the appropriate Government representative. Pursuant to the "Allowable Cost and Payment" clause, the allowable indirect costs under this contract shall be obtained by applying the final agreed upon rate(s) to the appropriate bases.

(b) Until final annual indirect cost rates are established for any period, the Government shall reimburse the Contractor at billing rates established by the appropriate Government representative in accordance with FAR 42.704, by means of a separate indirect cost rate agreement or a contract modification subject to adjustment when the final rates are established. The established billing rates are currently as follows:

Cost Center
Period
Rate
Base

These billing rates may be prospectively or retroactively revised by mutual agreement, at the request of either the Government or the Contractor, to prevent substantial overpayment or underpayment.

(1) For any retroactive indirect cost rate adjustments (i.e., indirect costs already billed), including final indirect cost rate adjustments, the Contractor shall provide to the Cost Policy and Rate Negotiation Section, with copies to the current EPA Contracting Officers of active contracts, a cost impact statement showing the effect of the indirect cost rate changes for each contract. This statement shall compare the cost billed to the cost the Contractor proposes to bill.

(2) For prospective indirect cost rate adjustments only, the Contractor shall notify the current EPA Contracting Officers of the new proposed rates when it proposes rates to the Cost Policy and Rate Negotiation Section.

(3) For either prospective or retroactive indirect cost rate adjustments, the Contractor shall provide the Cost Policy and Rate Negotiation

Section with the names of the current EPA Contracting Officers for the affected contracts.

(c) Notwithstanding the provisions of paragraphs (a) and (b) above, ceilings are hereby established on indirect costs reimbursable under this contract. The Government shall not be obligated to pay the Contractor any additional amount on account of indirect costs in excess of the ceiling rates listed below:

Cost Center  
Period  
Rate  
Base

The ceiling rates specified above are applicable from the effective date of the contract through the end of the period of performance including any option periods.

**G.6 CONTRACT ADMINISTRATION REPRESENTATIVES (EP 52.242-100) (AUG 1984)**

Project Officer(s) for this contract:

Project Officer:

TO BE IDENTIFIED AT TIME OF CONTRACT AWARD

Contract Specialist(s) responsible for administering this contract:

Administrative Contracting Officer:

TO BE IDENTIFIED AT TIME OF CONTRACT AWARD

**G.7 ANNUAL ALLOCATION OF NON-SITE COSTS (EP 52.242-310) (OCT 1991)**

(a) The contractor shall submit an allocation report annually on a Federal fiscal year (FY) basis. The purpose of this report is to allocate all payments made by EPA to the contractor for non-site-specific activities to the sites worked on by the contractor during the FY. Examples of non-site-specific activities include program management, contract fees (base, fixed, and award), and other tasks given to the contractor for non-site-specific work.

(b) Within 90 days after the end of each FY, EPA will provide the contractor the total amount of all invoices for the annual allocation period. The contractor shall submit two draft copies of the Annual Allocation Report to EPA within 60 days after receipt of the invoice amounts. The paragraph below titled, "Annual Allocation Report", lists the required submissions for the Annual Allocation Report. Attachment 8 to the contract, titled, "Instructions for Performing the Annual Allocation of Non-Site- Specific Costs" provides a detailed explanation of each schedule type and steps for completing each schedule.

(c) The Superfund Accounting Branch of the Financial Management Division (FMD) will review the draft report and notify the contractor in writing of any corrections required for the final report. Two copies of the final report incorporating all of the necessary corrections are due 30 days after receipt of this notice. The final report shall also include a signed statement certifying that the data provided to EPA is supported by the contractor's accounting records. NOTE: These allocations represent changes to EPA's accounting system. No changes should be made to the contractor's accounting system.

(d) In addition to the two copies of the final reports, the contractor shall also submit the Summary of Allocation report on a 5 1/4" or 3 1/2" DOS computer disk in a Lotus 1-2-3 or ASCII format. The reports shall be sent to:

Chief, Superfund Accounting Branch  
Environmental Protection Agency  
Financial Management Division (3303F)  
Ariel Rios Building  
1200 Pennsylvania Avenue, N.W.  
Washington, D.C. 20460

(e) When the contract performance period ends at other than the end of the FY, EPA will provide the amount to be allocated 90 days after submission of the last invoice following contract expiration. The time requirements for submission of draft and final reports noted in the paragraphs above will apply.

(f) If the contractor is submitting Annual Allocation Reports on costs incurred during FY 1991 and earlier, the contractor may combine each FY's report into one report. Approval must be granted by the Chief, Superfund Accounting Branch, FMD before the reports can be combined.

#### Allocation Methodology

#### Initial Steps:

Before beginning the allocation process, the contractor must perform four tasks:

- 1) Reconcile the paid amounts provided by EPA with contractor records,
- 2) Identify costs charged to sites with SSIDs and without SSIDs,
- 3) Redistribute costs for sites which initially did not have SSIDs, but which were subsequently assigned an EPA SSID, and
- 4) Identify which of the non-site activity costs should be allocated to sites:

The contractor shall delineate the amount of non-site- specific costs into the following non-site categories:

Program Management - (National & Regional, if applicable) - Payments made to the contractor for the specific management and administration of the contract as a whole. This includes contract fees except for fees applicable to individual sites.

Site Support Non-Site Activities - payments for activities which relate to, support, and/or benefit the sites worked on by the contractor.

Program Wide Non-Site Activities - payments for activities which support the overall Superfund program beyond the sites worked on under this contract; they are global in nature and purpose. These costs will not be allocated to sites in the annual allocation process.

Capital Equipment - equipment with an individual cost over \$5,000.00 and a useful life of greater than one year.

Start-up Costs - costs incurred generally in the first year and associated with efforts benefiting the entire contract term, e.g., quality assurance plans.

(g) The contractor shall allocate the non-site activity costs to sites, program wide non-site costs, and other appropriations using an allocation method that reflects the causal/beneficial relationship of the non-site costs to site costs. The preferred allocation method is a total cost base. However, with the approval of the Chief, Superfund Accounting Branch, FMD, the contractor may use an alternate methodology.

In addition, special allocations may be required as follows:

- All equipment with a unit value of \$5,000.00 or greater and a useful life of greater than one year shall be depreciated over its useful life and allocated to

sites. The allocation of amortized equipment costs should reflect equipment usage on the sites. The preferred depreciation procedure is either a straight-line or actual usage basis. A depreciation schedule shall be maintained and submitted to EPA at contract expiration.

- Start-up costs, if applicable, shall be amortized over the life of the contract.
- Payments made for costs incurred in previous fiscal years, if material, shall be allocated in a separate report. If the contractor is unsure whether a paid amount is material, the contractor should contact the Chief, Superfund Accounting Branch, FMD.

#### Annual Allocation Report

##### Required:

- Summary of Allocation
- Master Allocation Schedule
- Statement of Allocation Methodology
- Listing of all invoices paid during the Federal fiscal year (with invoice numbers and amounts)
- Certification of Contractor Records - (final report only)

##### Required if applicable:

- Schedule of Start-up Costs
- Schedule of Capital Equipment Depreciation
- Schedule of Non-Site Activities

(h) The contractor should refer to "Instructions for Performing the Annual Allocation of Non-Site-Specific Costs" for a detailed explanation and illustration of the allocation process and methodology. Questions regarding any Annual Allocation requirements should be referred to the Chief, Superfund Accounting Branch, FMD at (202) 260-9268.

#### **G.8 SUBCONTRACT CONSENT (EP 52.244-100) (APR 1984)**

The Contractor shall submit the information required by the "Subcontracts," clause to the Contracting Officer and assigned Project Officer. The Contracting Officer will provide written notice to the Contractor of his decision.

Consent is given to issue the following subcontracts:



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**G.9 DECONTAMINATION OF GOVERNMENT PROPERTY (EPAAR 1552.245-70) (APR 1984)**

In addition to the requirements of the "Government Property" clause, the Contractor shall certify in writing that any Government-furnished property or Contractor-acquired property is returned to the Government free from contamination by any hazardous or toxic substances.

**G.10 GOVERNMENT PROPERTY (EPAAR 1552.245-73) (OCT 2000)**

(a) The contractor shall not fabricate or acquire, on behalf of the Government, either directly or indirectly through a subcontract, any item of property without written approval from the Contracting officer.

(b) In accordance with paragraph (a) above, the contractor is authorized to acquire and/or fabricate the equipment listed below for use in the performance of this contract. The equipment is subject to the provisions of the "Government Property" clause.

None.

(c) The Government will provide the following item(s) of Government property to the contractor for use in the performance of this contract. This property shall be used and maintained by the contractor in accordance with the provisions of the "Government Property" clause.

See Attachment 6 for list of Government provided property.

(d) The "EPA Contract Property Administration Requirements" provided below apply to this contract.

**U.S. Environmental Protection Agency  
Property Administration Requirements (PAR)**

**1. PURPOSE.** This document sets forth the requirements for Environmental Protection Agency (EPA) contractors in the performance of their Government property management responsibilities under contracts with EPA. These requirements supplement those contained in the Government property clause(s) in this contract, and part 45 of the Federal Acquisition Regulation (FAR).

**2. DELEGATION OF CONTRACT PROPERTY ADMINISTRATION.** EPA has delegated much of its contract property management oversight to the Defense Contract Management Agency (DCMA). Shortly after award of a contract, the EPA contracting officer (CO) delegates the functions of property administration and plant clearance (disposal) for the contract to DCMA. Upon acceptance of that delegation, DCMA will provide notification to the contractor, identifying the assigned property administrator (PA) and plant clearance officer (PLCO). If the contract is not delegated to DCMA for administration, any reference to PA and PLCO throughout

this document shall be construed to mean CO. The DCMA PA is available to the contractor for assistance in all matters of property administration. Notwithstanding the delegation, as necessary, the contractor may contact their EPA CO. In the event of disagreement between the contractor and the DCMA PA, the contractor should seek resolution from the CO. Unless otherwise directed in the contract, or this document, all originals of written information or reports, except direct correspondence between the contractor and the DCMA PA, relative to Government property, should be forwarded to the administrative CO assigned to this contract.

### **3. REQUESTS FOR GOVERNMENT PROPERTY.**

a. In accordance with FAR 45.102, the contractor shall furnish all property required for performing Government contracts. If a contractor believes that Government facilities are required for performance of the contract, the contractor shall submit a written request to the CO. At a minimum, the request shall contain the following elements:

1. Contract number for which the facilities are required.
2. An item(s) description, quantity and estimated cost.
3. Certification that no like contractor facilities exist which could be utilized.
4. A detailed description of the task-related purpose of the facilities.
5. Explanation of negative impact if facilities are not provided by the Government.
6. If applicable, recommend the exception under FAR 45.302-1(a) or any applicable EPA class deviation (available upon request), and provide any other information which would support the furnishing of facilities, including contractor-acquired property (CAP).
7. Except when the request is for material, a lease versus purchase analysis shall be furnished with the request to acquire property on behalf of the Government.

**The contractor may not proceed with acquisition of facilities on behalf of the Government until receipt of written authorization from the EPA CO.**

**4. TRANSFER OF GOVERNMENT PROPERTY.** When the contractor receives Government-furnished property (GFP), the contractor should receive, from the transferor, (either EPA or another contractor) all of the applicable data elements (Attachment 1 of this clause) needed to maintain the required records. If this information is not provided at the time of receipt of the property, the contractor shall request it from the EPA CO. The CO will attempt to obtain the

data from the previous property holder, or, if data does not exist, will assist the current property holder in estimating the elements. Prior to signing an acceptance document for the property, the receiving contractor should perform a complete inventory of the property. Responsibility, as well as accountability, passes with the signed acceptance.

When, at the written direction of the EPA CO, the contractor transfers GFP to another contractor, or another Agency, the contractor shall provide the applicable data elements (Attachment 1 of this clause). Upon return of the property to EPA, the same data must be provided by the contractor to the EPA CO.

#### **5. RECORDS OF GOVERNMENT PROPERTY.**

a. In accordance with FAR 45.505 and 45.505-1, the contractor shall establish and maintain adequate property records for all Government property, regardless of value, including property provided to and in the possession of a subcontractor. Material (supplies) provided by the Government or acquired by the contractor and billed as a direct charge to the Government is Government property and records must be established as such.

b. The contractor shall establish and maintain the official Government property record. (If the contract contains the FAR Clause 52.245-1, the Government will maintain the official Government property records.) Such records shall contain the applicable data elements (Attachment 1 of this clause) for all items of Government property regardless of cost.

c. The Contractor shall identify all Superfund property and designate it as such both on the item and on the official Government property record. If it is not practicable to tag the item, the contractor shall write the ID number on a tag, card or other entity that may be kept with the item or in a file.

d. Support documentation used for posting entries to the property record shall provide complete, current and auditable data. Entries shall be posted to the record in a timely manner following an action.

e. For Government vehicles, in addition to the data elements required by EPA, the contractor shall also comply with the General Services Administration (GSA) and Department of Energy (DOE) record and report requirements supplied with all EPA provided motor vehicles. If the above requirements were not provided with the vehicle, the contractor shall notify the EPA CO.

f. When Government property is disclosed to be in the possession or control of the contractor but not provided under any contract, the contractor shall record and report the property in accordance with FAR 45.502(f) and (h).

**6. INVENTORIES OF GOVERNMENT PROPERTY.** The contractor shall conduct a complete physical inventory of EPA property at least once per year, unless otherwise directed by the PA. Reconciliation shall be completed within 30 calendar days

of inventory completion. The contractor shall report the results of the inventory, including any discrepancies, to the DCMA PA upon completion of the reconciliation. The contractor's records shall indicate the completion date of the inventory.

See section 9 herein, Contract Closeout, for information on final inventories.

**7. REPORTS OF GOVERNMENT PROPERTY.** In accordance with FAR 45.505-14, EPA requires an annual summary report, for each contract, by contract number, of Government property in the contractor's possession as of September 30 each year.

a. For each classification listed in FAR 45.505-14(a), except material, the contractor shall provide the total acquisition cost and total quantity. If there are zero items in a classification, or if there is an ending balance of zero, the classification must be listed with zeros in the quantity and acquisition cost columns.

b. For material, the contractor shall provide the total acquisition cost only.

c. Property classified as facilities, special tooling, special test equipment, and agency peculiar must be reported on two separate lines. The first line shall include the total acquisition cost and quantity of all items or systems with a unit acquisition cost of \$25,000 or more. The second line shall include the total acquisition cost and quantity of all items with a unit acquisition cost of less than \$25,000.

d. For items comprising a system, which is defined as ``a group of interacting items functioning as a complex whole,'' the contractor may maintain the record as a system noting all components of the system under the main component or maintain individual records for each item. However, for the annual report of Government property the components must be reported as a **system** with one total dollar amount for the system, if that system total is \$25,000 or more.

e. The reports are to be **received** at EPA and DCMA no later than October 31 of each year.

f. Distribution shall be as follows:

Original to: EPA CO

1 copy: DCMA PA

g. EPA Contractors are required to comply with GSA's and DOE's special reporting requirements for motor vehicles. A statement of these requirements will be provided by the EPA Facility Management and Services Division (FMSSD) concurrent with receipt of each vehicle.

h. The contractor shall provide detailed reports on an as-needed basis, as may be requested by the CO or the PA.

**8. DISPOSITION OF GOVERNMENT PROPERTY.** The disposition process is composed of three distinct phases: identification of excess property, reporting of excess property, and final disposition.

a. Identification of Excess Property. The disposition process begins with the contractor identifying Government property that is excess to its contract. **Effective contractor property control systems provide for disclosing excesses as they occur.** Once inactive Government property has been determined to be excess to the contract to which it is accountable, it must be screened against the contractor's other EPA contracts for further use. If the property may be reutilized, the contractor shall notify the CO in writing. Government property will be transferred to other contracts only when the COs on both the current contract and the receiving contract authorize such a transfer in writing.

b. Reporting Excess Government Property. Excess Government property shall be reported in accordance with FAR Subpart 45.6. Inventory schedules A-E (SF Forms 1426-1434) provide the format for reporting of excess Government property. Instructions for completing the forms are located at FAR 45.606-5 and samples may be found in FAR 53.301-1426 thru 1434. Inventory schedules shall be forwarded to the DCMA PLCO with a copy to the EPA CO. The cover letter, which accompanies the inventory schedules, must include the EPA CO's name, address and telephone number. Inventory schedules must also contain a notification if the property is Superfund property. If the property is Superfund property, the contractor must also prominently include the following language on the inventory schedule: **"Note to PLCO: Reimbursement to the EPA Superfund is required."** When requested, by the PLCO or the CO, the contractor will provide the fair market value for those items requested.

c. Disposition Instructions.

1. If directed in writing by the EPA CO, the contractor will retain all or part of the excess Government property under the current contract for possible future requirements. The contractor shall request, from the PLCO, withdrawal from the inventory schedule of those items to be retained.

2. If directed in writing by the EPA CO, the contractor shall transfer the property to another EPA contractor. The contractor will transfer the property by shipping it in accordance with the instructions provided by the CO. The contractor shall request, from the PLCO, withdrawal from the inventory schedule of those items to be transferred. Further, the contractor shall notify the CO when the transfer is complete.

3. If directed in writing by the EPA CO, the contractor shall transfer the property to EPA. The contractor shall ship/deliver the property in accordance with the instructions provided by the CO. The contractor will

request, from the PLCO, withdrawal from the inventory schedule of those items to be transferred to EPA. Further, the contractor shall notify the CO when the transfer is complete.

4. The contractor will ship the property elsewhere if directed, in writing, by the PLCO.

5. The PLCO will either conduct the sale or instruct the contractor to conduct a sale of surplus property. The contractor will allow prospective bidders access to property offered for sale.

6. Property abandoned by the PLCO on the contractor's site must be disposed of in a manner that does not endanger the health and safety of the public.

7. To effect transfer of accountability, the contractor shall provide the recipient of the property with the applicable data elements set forth in Attachment 1 of this clause. The contractor shall also obtain either a signed receipt from the recipient, or proof of shipment. The contractor shall update the official Government property record to indicate the disposition of the item and to close the record.

**9. CONTRACT CLOSEOUT.** The contractor shall complete a physical inventory of all Government property at contract completion and the results, including any discrepancies, shall be reported to the DCMA PA. In the case of a terminated contract, the contractor shall comply with the inventory requirements set forth in the applicable termination clause. The results of the inventory, as well as a detailed inventory listing, must be forwarded to the CO. For terminated contracts, the contractor will conduct and report the inventory results as directed by the CO.

However, in order to expedite the disposal process, contractors may be required to, or may elect to submit to the CO, an inventory schedule for disposal purposes up to six (6) months prior to contract completion. If such an inventory schedule is prepared, the contractor must indicate the earliest date that each item may be disposed.

The contractor shall update all property records to show disposal action. The contractor shall notify the DCMA PA, in writing, when all work has been completed under the contract and all Government property accountable to the contract has been disposed.

Attachment 1

**REQUIRED DATA ELEMENTS.** Where applicable (all elements are not applicable to material) the contractor is required to maintain, at a minimum, the information related to the following data elements for EPA Government property:

Contractor Identification/Tag Number;  
 Description;  
 Manufacturer;  
 Model;  
 Serial Number;  
 Acquisition Date;  
 Date received;  
 Acquisition Cost\*;  
 Acquisition Document Number;  
 Location;  
 Contract Number;  
 Account Number (if supplied);  
 Superfund (Yes/No);  
 Inventory Performance Date;  
 Disposition Date.

\* Acquisition cost shall include the price of the item plus all taxes, transportation and installation charges allocable to that item.

NOTE: For items comprising a system which is defined as, "a group of interacting items functioning as a complex whole," the contractor may maintain the record as a system noting all components of the system under the main component or maintain individual records for each item. However, for the Annual Report of Government Property, the components must be reported as a **system** with one total dollar amount for the system, if that system total is \$25,000 or more.

**G.11 DESIGNATION OF PROPERTY ADMINISTRATOR (EP 52.245-140) (SEP 1994)**

The contract property administrator

Defense Contract Management Agency (DCMA)

completed at time of award

\_\_\_\_\_

\_\_\_\_\_

is the Contracting Officer's designated representative on property matters.  
The Contractor shall furnish all required information on property to the  
property administrator.



**SECTION H - SPECIAL CONTRACT REQUIREMENTS****H.1 EXPERT TESTIMONY**

From time to time, the Government may have the need for expert testimony during enforcement proceedings regarding a given site where the contractor provided services. Such effort shall be considered within the scope of this contract. The individual(s) selected to testify shall be fully knowledgeable of the details of the site under the litigation, shall be credible, and be an expert in his/her field. The testimony shall normally relate to what actions the contractor took at the site. Preparation of affidavits and depositions may be required. In the event such services are required after performance of this contract, a separate negotiated procurement action may be instituted with the contractor.

**H.2 HEALTH AND SAFETY REQUIREMENT**

The Contractor shall submit a Health and Safety Plan to the Project Officer within 30 days after award of the contract. This plan should include the implementation of the medical monitoring program as set forth in Attachment 5.

**H.3 DISPLAY OF EPA OFFICE OF INSPECTOR GENERAL HOTLINE POSTER (EPAAR 1552.203-71) (AUG 2000)**

(a) For EPA contracts valued at \$1,000,000 or more including all contract options, the contractor shall prominently display EPA Office of Inspector General Hotline posters in contractor facilities where the work is performed under the contract.

(b) Office of Inspector General hotline posters may be obtained from the EPA Office of Inspector General, ATTN: OIG Hotline (2443), 1200 Pennsylvania Avenue, NW, Washington, DC 20460, or by calling (202) 260-5113.

(c) The Contractor need not comply with paragraph (a) of this clause if it has established a mechanism, such as a hotline, by which employees may report suspected instances of improper conduct, and provided instructions that encourage employees to make such reports.

**H.4 PRINTING (EPAAR 1552.208-70) (OCT 2000)**

(a) *Definitions.*

"Printing" is the process of composition, plate making, presswork, binding

and microform; or the end items produced by such processes and equipment. Printing services include newsletter production and periodicals which are prohibited under EPA contracts.

"Composition" applies to the setting of type by hot-metal casting, photo typesetting, or electronic character generating devices for the purpose of producing camera copy, negatives, a plate or image to be used in the production of printing or microform.

"Camera copy" (or "camera-ready copy") is a final document suitable for printing/duplication.

"Desktop Publishing" is a method of composition using computers with the final output or generation of camera copy done by a color inkjet or color laser printer. This is not considered "printing." However, if the output from desktop publishing is being sent to a typesetting device (i.e., Linotronic) with camera copy being produced in either paper or negative format, these services are considered "printing".

"Microform" is any product produced in a miniaturized image format, for mass or general distribution and as a substitute for conventionally printed material. Microform services are classified as printing services and includes microfiche and microfilm. The contractor may make up to two sets of microform files for archival purposes at the end of the contract period of performance.

"Duplication" means the making of copies on photocopy machines employing electrostatic, thermal, or other processes without using an intermediary such as a negative or plate.

"Requirement" means an individual photocopying task. (There may be multiple requirements under a Work Assignment or Delivery Order. Each requirement would be subject to the photocopying limitation of 5,000 copies of one page or 25,000 copies of multiple pages in the aggregate per requirement).

*(b) Prohibition.*

The contractor shall not engage in, nor subcontract for, any printing in connection with the performance of work under this contract. Duplication of more than 5,000 copies of one page or more than 25,000 copies of multiple pages in the aggregate per requirement constitutes printing. The intent of the limitation is not to allow the duplication of final documents for use by the Agency. In compliance with EPA Order 2200.4a, EPA Publication Review Procedure, the Office of Communications, Education, and Media Relations is responsible for the review of materials generated under a contract published or issued by the Agency under a contract intended for release to the public.

*(c) Affirmative Requirements.*

(1) Unless otherwise directed by the contracting officer, the contractor shall use double-sided copying to produce any progress report, draft report or final report.

(2) Unless otherwise directed by the contracting officer, the contractor shall use recycled paper for reports delivered to the Agency which meet the minimum content standards for paper and paper products as set forth in EPA's Web site for the Comprehensive Procurement Guidelines at:

<http://www.epa.gov/cpg/>.

(d) *Permitted Contractor Activities.*

(1) The prohibitions contained in paragraph (b) do not preclude writing, editing, or preparing manuscript copy, or preparing related illustrative material to a final document (camera-ready copy) using desktop publishing.

(2) The contractor may perform a requirement involving the duplication of less than 5,000 copies of only one page, or less than 25,000 copies of multiple pages in the aggregate, using one color (black), so long as such pages do not exceed the maximum image size of 10 $\frac{3}{4}$  by 14 $\frac{1}{4}$  inches, or 11 by 17 paper stock. Duplication services below these thresholds are not considered printing. If performance of the contract will require duplication in excess of these limits, contractors must immediately notify the contracting officer in writing. EPA may then seek a waiver from the Joint Committee on Printing, U. S. Congress. The intent of the limitation is to allow ``incidental'' duplication (drafts, proofs) under a contract. The intent of the limitation is not to allow the duplication of copies of final documents for use by the Agency or as distributed as instructed by the Agency.

(3) The contractor may perform a requirement involving the multi-color duplication of no more than 100 pages in the aggregate using color copier technology, so long as such pages do not exceed the maximum image size of 10 $\frac{3}{4}$  by 14 $\frac{1}{4}$  inches, or 11 by 17 paper stock. Duplication services below these thresholds are not considered printing. If performance of the contract will require duplication in excess of these limits, contractors must immediately notify the contracting officer in writing. EPA may then seek a waiver from the Joint Committee on Printing, U. S. Congress.

(4) The contractor may perform the duplication of no more than a total of 100 diskettes or CD-ROM's. Duplication services below these thresholds are not considered printing. If performance of the contract will require duplication in excess of these limits, contractors must immediately notify the contracting officer in writing. EPA may then seek a waiver from the Joint Committee on Printing, U. S. Congress.

(e) *Violations.*

The contractor may not engage in, nor subcontract for, any printing in connection with the performance of work under the contract. The cost of any printing services in violation of this clause will be disallowed, or not accepted by the Government.

(f) *Flowdown Provision.*

The contractor shall include in each subcontract which may involve a requirement for any printing/duplicating/copying a provision substantially the same as this clause.

**H.5 ORGANIZATIONAL CONFLICTS OF INTEREST (EPAAR 1552.209-71) (MAY 1994)**

(a) The Contractor warrants that, to the best of the Contractor's knowledge and belief, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest, as defined in FAR Subpart 9.5, or that the Contractor has disclosed all such relevant information.

(b) Prior to commencement of any work, the Contractor agrees to notify the Contracting Officer immediately that, to the best of its knowledge and belief, no actual or potential conflict of interest exists or to identify to the Contracting Officer any actual or potential conflict of interest the firm may have. In emergency situations, however, work may begin but notification shall be made within five (5) working days.

(c) The Contractor agrees that if an actual or potential organizational conflict of interest is identified during performance, the Contractor will immediately make a full disclosure in writing to the Contracting Officer. This disclosure shall include a description of actions which the Contractor has taken or proposes to take, after consultation with the Contracting Officer, to avoid, mitigate, or neutralize the actual or potential conflict of interest. The Contractor shall continue performance until notified by the Contracting Officer of any contrary action to be taken.

(d) Remedies - The EPA may terminate this contract for convenience, in whole or in part, if it deems such termination necessary to avoid an organizational conflict of interest. If the Contractor was aware of a potential organizational conflict of interest prior to award or discovered an actual or potential conflict after award and did not disclose it or misrepresented relevant information to the Contracting Officer, the Government may terminate the contract for default, debar the Contractor from Government contracting, or pursue such other remedies as may be permitted by law or this contract.

(e) The Contractor agrees to insert in each subcontract or consultant agreement placed hereunder, except for subcontracts or consultant agreements for well drilling, fence erecting, plumbing, utility hookups, security guard services, or electrical services, provisions which shall conform substantially to the language of this clause, including this paragraph (e), unless otherwise authorized by the Contracting Officer.

**H.6 NOTIFICATION OF CONFLICTS OF INTEREST REGARDING PERSONNEL (EPAAR 1552.209-73) (MAY 1994)**

(a) In addition to the requirements of the contract clause entitled "Organizational Conflicts of Interest," the following provisions with regard to employee personnel performing under this contract shall apply until the earlier of the following two dates: the termination date of the affected employee(s) or the expiration date of the contract.

(b) The Contractor agrees to notify immediately the EPA Project Officer and the Contracting Officer of (1) any actual or potential personal conflict of interest with regard to any of its employees working on or having access to

information regarding this contract, or (2) any such conflicts concerning subcontractor employees or consultants working on or having access to information regarding this contract, when such conflicts have been reported to the Contractor. A personal conflict of interest is defined as a relationship of an employee, subcontractor employee, or consultant with an entity that may impair the objectivity of the employee, subcontractor employee, or consultant in performing the contract work.

(c) The Contractor agrees to notify each Project Officer and Contracting Officer prior to incurring costs for that employee's work when an employee may have a personal conflict of interest. In the event that the personal conflict of interest does not become known until after performance on the contract begins, the Contractor shall immediately notify the Contracting Officer of the personal conflict of interest. The Contractor shall continue performance of this contract until notified by the Contracting Officer of the appropriate action to be taken.

(d) The Contractor agrees to insert in any subcontract or consultant agreement placed hereunder, except for subcontracts or consultant agreements for well drilling, fence erecting, plumbing, utility hookups, security guard services, or electrical services, provisions which shall conform substantially to the language of this clause, including this paragraph (d), unless otherwise authorized by the Contracting Officer.

**H.7      LIMITATION OF FUTURE CONTRACTING (HEADQUARTERS SUPPORT) (EPAAR 1552.209-74) (MAR 1997) ALTERNATE V (MAY 1994)**

(a) The parties to this contract agree that the Contractor will be restricted in its future contracting in the manner described below. Except as specifically provided in this clause, the Contractor shall be free to compete for contracts on an equal basis with other companies.

(b) If the Contractor, under the terms of this contract, or through the performance of work pursuant to this contract, is required to develop specifications or statements of work and such specifications or statements of work are incorporated into an EPA solicitation, the Contractor shall be ineligible to perform the work described in that solicitation as a prime Contractor or subcontractor under an ensuing EPA contract.

(c) Unless prior written approval is obtained from the cognizant EPA Contracting Officer, the Contractor agrees not to enter into a contract with or to represent any party, other than EPA, with respect to:

(1) any work relating to CERCLA activities which pertain to the sites where the Contractor previously performed work for EPA under this contract;

(2) any work that may jeopardize CERCLA enforcement actions which pertain to the sites where the Contractor previously performed work for

EPA under this contract;

(3) cleanup services, either as a Prime Contractor, subcontractor, or consultant.

These restrictions apply during the life of the contract.

(d) The Contractor agrees in advance that if any bids/proposals are submitted for any work that would require written approval of the Contracting Officer prior to entering into a contract subject to the restrictions of this clause, then the bids/proposals are submitted at the Contractor's own risk. Therefore, no claim shall be made against the Government to recover bid/proposal costs as a direct cost whether the request for authorization to enter into the contract is denied or approved.

(e) To the extent that the work under this contract requires access to proprietary or confidential business or financial data of other companies, and as long as such data remains proprietary or confidential, the Contractor shall protect such data from unauthorized use and disclosure.

(f) The Contractor agrees to insert in each subcontract or consultant agreement placed hereunder, except for subcontracts or consultant agreements for nondiscretionary technical or engineering services, including treatability studies, well drilling, fence erecting, plumbing, utility hookups, security guard services, or electrical services, provisions which shall conform substantially to the language of this clause, including this paragraph (f), unless otherwise authorized by the Contracting Officer. The Contractor may request in writing that the Contracting Officer exempt from this clause a particular subcontract or consultant agreement for nondiscretionary technical or engineering services not specifically listed above, including laboratory analysis. The Contracting Officer will review and evaluate each request on a case-by-case basis before approving or disapproving the request.

(g) If the Contractor seeks an expedited decision regarding its initial future contracting request, the Contractor may submit its request to both the Contracting Officer and the next administrative level within the Contracting Officer's organization.

(h) A review process available to the Contractor when an adverse determination is received shall consist of a request for reconsideration to the Contracting Officer or a request for review submitted to the next administrative level within the Contracting Officer's organization. An adverse determination resulting from a request for reconsideration by the Contracting Officer will not preclude the Contractor from requesting a review by the next administrative level. Either a request for review or a request for reconsideration must be submitted to the appropriate level within 30 calendar days after receipt of the initial adverse determination.

#### **H.8 CONTRACTOR PERFORMANCE EVALUATIONS (EPAAR 1552.209-76) (OCT 2002)**

The contracting officer shall complete a Contractor Performance Report (Report) within ninety (90) business days after the end of each 12 months of contract performance (interim Report) or after the last 12 months (or less) of contract performance (final Report) in accordance with EPAAR 1509.170-5. The contractor shall be evaluated based on the following ratings:

0 = Unsatisfactory,  
1 = Poor,  
2 = Fair,  
3 = Good,  
4 = Excellent,  
5 = Outstanding,  
N/A = Not Applicable.

The contractor may be evaluated based on the following performance categories:

Quality,  
Cost Control,  
Timeliness of Performance,  
Business Relations,  
Compliance with Labor Standards,  
Compliance with Safety Standards, and  
Meeting Small Disadvantaged Business Subcontracting Requirements.

(a) The contracting officer shall initiate the process for completing interim Reports within five (5) business days after the end of each 12 months of contract performance by requesting the project officer to evaluate contractor performance for the interim Report. In addition, the contracting officer shall initiate the process for completing final Reports within five (5) business days after the last 12 months (or less) of contract performance by requesting the project officer to evaluate contractor performance for the final Report. The final Report shall cover the last 12 months (or less) of contract performance. Within thirty (30) business days after the project officer receives a request from the contracting officer to complete an evaluation, the project officer shall:

- (1) Complete a description of the contract requirements;
- (2) Evaluate contractor performance and assign a rating for quality, cost control, timeliness of performance, compliance with labor standards, and compliance with safety standards performance categories (including a narrative for each rating);
- (3) Provide any information regarding subcontracts, key personnel, and customer satisfaction;
- (4) Assign a recommended rating for the business relations performance category (including a narrative for the rating); and

(5) Provide additional information appropriate for the evaluation or future evaluations.

(b) The contracting officer shall:

(1) Ensure the accuracy of the project officer's evaluation by verifying that the information in the contract file corresponds with the designated project officer's ratings;

(2) Assign a rating for the business relations and meeting small disadvantaged business subcontracting requirements performance categories (including a narrative for each rating).

(3) Concur with or revise the project officer's ratings after consultation with the project officer;

(4) Provide any additional information concerning the quality, cost control, timeliness of performance, compliance with labor standards, and compliance with safety standards performance categories if deemed appropriate for the evaluation or future evaluations (if any), and provide any information regarding subcontracts, key personnel, and customer satisfaction; and

(5) Forward the Report to the contractor within ten (10) business days after the contracting officer receives the project officer's evaluation.

(c) The contractor shall be granted thirty (30) business days from the date of the contractor's receipt of the Report to review and provide a response to the contracting officer regarding the contents of the Report. The contractor shall:

(1) Review the Report;

(2) Provide a response (if any) to the contracting officer on company letter head or electronically;

(3) Complete contractor representation information; and

(4) Forward the Report to the contracting officer within the designated thirty (30) business days.

(d) The contractor's response to the Report may include written comments, rebuttals (disagreements), or additional information. If the contractor does not respond to the Report within the designated thirty (30) business days, the specified ratings in the Report are deemed appropriate for the evaluation period. In this instance, the contracting officer shall complete the Agency review and sign the Report within three (3) business days after expiration of the specified 30 business days.

(e) If the contractor submits comments, rebuttals (disagreements), or



additional information to the contracting officer which contests the ratings, the contracting officer, in consultation with the project officer, shall initially try to resolve the disagreement(s) with the contractor.

(f) If the disagreement(s) is (are) not resolved between the contractor and the contracting officer, the contracting officer shall provide a written recommendation to one level above the contracting officer for resolution as promptly as possible, but no later than five (5) business days after the contracting officer is made aware that the disagreement(s) has (have) not been resolved with the contractor. The individual who is one level above the contracting officer shall:

(1) Review the contracting officer's written recommendation; and

(2) Provide a written determination to the contracting officer for summary ratings (ultimate conclusion for ratings pertaining to the performance period being evaluated) within five (5) business days after the individual one level above the contracting officer receives the contracting officer's written recommendation.

(g) If the disagreement is resolved, the contracting officer shall complete the Agency review and sign the Report within three (3) business days after consultation.

(h) The contracting officer shall complete the Agency review and sign the Report within three (3) business days after the contracting officer receives a written determination for summary ratings from one level above the contracting officer.

(i) An interim or final Report is considered completed after the contracting officer signs the Report. The contracting officer must provide a copy of completed Reports (interim and final) to the contractor within two (2) business days after completion.

#### **H.9      ADVANCED UNDERSTANDING--UNCOMPENSATED TIME (EPAAR 1552.215-74) (AUG 1999)**

(a) The estimated cost of this contract is based upon the Contractor's proposal which specified that exempt personnel identified to work at the Contractor's facilities will provide uncompensated labor hours to the contract totaling \_\_\_\_\_ percent of compensated labor. (Note: the commitment for uncompensated time, and the formula elements in paragraph (b) below, apply only to exempt personnel working at the Contractor's facilities and does not include non-exempt personnel or exempt personnel working at other facilities.) Uncompensated labor hours are defined as hours of exempt personnel in excess of regular hours for a \_\_\_\_\_ pay period which are actually worked and recorded in accordance with the company policy, entitled, \_\_\_\_\_.

(b) Recognizing that the probable cost to the Government for the labor

provided under this contract is calculated assuming a proposed level of uncompensated labor hours, it is hereby agreed that in the event the proposed level of uncompensated labor hours are not provided, an adjustment, calculated in accordance with the following formula will be made to the contract amount.

Formula: Adjustment equals estimated value of uncompensated time hours not provided.

Target uncompensated time percent minus \_\_\_\_\_ percent.

Shortage of uncompensated time percent minus actual cost percent.

Estimated value of uncompensated time hours not provided equals shortage of uncompensated time percent times total exempt applicable direct labor costs (including applicable indirect costs).

(c) Within three weeks after the end of the contract, the Contractor shall submit a statement concerning the amount of uncompensated time hours delivered during the contract. In the event there is a shortage of uncompensated time hours provided, a calculation, utilizing the above formula will be made and this calculation will be the basis for an adjustment in the contract amount.

(d) In the event adjustments are made to the contract, the adjusted amounts shall not be allowable as a direct or indirect cost to this or any other Government contract.

**H.10 OPTION FOR INCREASED QUANTITY--COST-PLUS-AWARD-FEE CONTRACT (EPAAR 1552.217-74) (JUN 1997)**

(a) By issuing a contract modification, the Government may increase the estimated level of effort by:

Contract Year	Level of Effort- Hours
Year 1 06/01/04 - 05/31/05	136,000
Year 2 06/01/05 - 05/31/06	136,000
Year 3 06/01/06 - 05/31/07	136,000
Year 4 06/01/07 - 05/31/08	136,000
Year 5 06/01/08 - 05/31/09	136,000

The Government may issue a maximum of 10 orders to increase the level of effort in multiples of 13,600 hours during any given period. The estimated cost, base fee, and award fee pool of each multiple of hours is as follows:

Contract Year	Estimated Cost	Base Fee	Award Fee Pool	Total
Year 1	_____	_____	_____	_____

Year 2	_____	_____	_____	_____
Year 3	_____	_____	_____	_____
Year 4	_____	_____	_____	_____
Year 5	_____	_____	_____	_____

(b) When these options are exercised, paragraph (a) of the "Level of Effort" clause and the "Estimated Cost, Base Fee, and Award Fee" clause will be modified accordingly.

(c) If this contract contains "not to exceed amounts " elements of other direct costs (ODCs), those amounts will be increased as follows:  
None

#### H.11 SMALL DISADVANTAGED BUSINESS TARGETS (EPAAR 1552.219-73) (OCT 2000)

(a) In accordance with FAR 19.1202-4(a) and EPAAR 52.219-72, the following small disadvantaged business (SDB) participation targets proposed by the contractor are hereby incorporated into and made part of the contract:

Contractor Targets	NAICS Industry Subsectors	Dollars	Percentage of Total Contract Value
Total Prime Contractor Targets (Including joint venture partners & team members)			
Total Subcontractor Targets			

(b) The following specifically identified SDB(s) was (were) considered under the Section M SDB participation evaluation factor or subfactor (continue on separate sheet if more space is needed):

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_
- (4) \_\_\_\_\_
- (5) \_\_\_\_\_

The contractor shall promptly notify the contracting officer of any

substitution of firms if the new firms are not SDB concerns.

(c) In accordance with FAR 52.219-25, Small Disadvantaged Business Participation Program - Disadvantaged Status and Reporting, the contractor shall report on the participation of SDB concerns in the performance of the contract no less than thirty (30) calendar days prior to each annual contractor performance evaluation(i.e., every 12 months after the effective date of contract) or as otherwise directed by the contract officer.

**H.12 UTILIZATION OF RURAL AREA SMALL BUSINESS CONCERNS (EP 52.219-110) (APR 1990)**

(a) (1) "Rural area small business concern," as used in this clause, means a small business concern that is located and conducts its principal operations in a rural geographic area (county or parish) listed in the Small Business Administration's Listing of Non-Metropolitan Rural Counties by State.

(2) "Small business concern," as used in this clause, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on government contracts, and qualified as a small business under the criteria and size standard in 13 CFR 121.

(b) It is the policy of the Environmental Protection Agency (EPA) that rural area small business concerns shall have the maximum practicable opportunity to participate in performing contracts awarded by EPA.

(c) The contractor shall use its best efforts to give rural area small business concerns the opportunity to participate in the subcontracts it awards to the fullest extent consistent with efficient performance of this contract.

(d) The contractor shall incorporate the substance of this clause in any subcontract that may provide for additional subcontracting opportunities.

**H.13 UTILIZATION OF HISTORICALLY BLACK COLLEGES AND UNIVERSITIES (EP 52.219-115) (JUL 1991)**

(a) It is the Policy of the Environmental Protection Agency that historically black colleges and universities shall have the maximum practicable opportunity to participate in performing contracts awarded by the Agency.

(b) The Contractor shall use its best efforts to give historically black colleges and universities the opportunity to participate in any subcontracts awarded to the fullest extent consistent with efficient performance of this contract.

(c) The contractor shall incorporate the substance of this clause in any subcontract which may provide for additional subcontracting opportunities.

**H.14 PROJECT EMPLOYEE CONFIDENTIALITY AGREEMENT (EPAAR 1552.227-76) (MAY 1994)**

(a) The Contractor recognizes that Contractor employees in performing this contract may have access to data, either provided by the Government or first generated during contract performance, of a sensitive nature which should not be released to the public without Environmental Protection Agency (EPA) approval. Therefore, the Contractor agrees to obtain confidentiality agreements from all of its employees working on requirements under this contract.

(b) Such agreements shall contain provisions which stipulate that each employee agrees that the employee will not disclose, either in whole or in part, to any entity external to EPA, the Department of Justice, or the Contractor, any information or data (as defined in FAR Section 27.401) provided by the Government or first generated by the Contractor under this contract, any site-specific cost information, or any enforcement strategy without first obtaining the written permission of the EPA Contracting Officer. If a contractor, through an employee or otherwise, is subpoenaed to testify or produce documents, which could result in such disclosure, the Contractor must provide immediate advance notification to the EPA so that the EPA can authorize such disclosure or have the opportunity to take action to prevent such disclosure. Such agreements shall be effective for the life of the contract and for a period of five (5) years after completion of the contract.

(c) The EPA may terminate this contract for convenience, in whole or in part, if it deems such termination necessary to prevent the unauthorized disclosure of information to outside entities. If such a disclosure occurs without the written permission of the EPA Contracting Officer, the Government may terminate the contract, for default or convenience, or pursue other remedies as may be permitted by law or this contract.

(d) The Contractor further agrees to insert in any subcontract or consultant agreement placed hereunder, except for subcontracts or consultant agreements for well drilling, fence erecting, plumbing, utility hookups, security guard services, or electrical services, provisions which shall conform substantially to the language of this clause, including this paragraph, unless otherwise authorized by the Contracting Officer.

**H.15 INSURANCE LIABILITY TO THIRD PERSONS (EPAAR 1552.228-70) (OCT 2000)**

(a)(1) Except as provided in subparagraph (2) below, the Contractor shall provide and maintain workers' compensation, employer's liability, comprehensive general liability (bodily injury), and comprehensive automobile liability (bodily injury and property damage) insurance, and such other insurance as the Contracting officer may require under this contract.

(2) The Contractor may, with the approval of the Contracting officer, maintain a self-insurance program; provided that, with respect to workers'

compensation, the Contractor is qualified pursuant to statutory authority.

(3) All insurance required by this paragraph shall be in a form and amount and for those periods as the Contracting officer may require or approve and with insurers approved by the Contracting officer.

(b) The Contractor agrees to submit for the Contracting officer's approval, to the extent and in the manner required by the Contracting officer, any other insurance that is maintained by the Contractor in connection with the performance of this contract and for which the Contractor seeks reimbursement.

(c) The Contractor shall be reimbursed for that portion of the reasonable cost of insurance allocable to this contract, and required or approved under this clause, in accordance with its established cost accounting practices.

#### **H.16 INSURANCE COVERAGE (EP 52.228-100) (JUL 1993)**

As provided in paragraph (a)(1) of EPAAR 1552.228-70, "Insurance Liability to Third Persons", the Contractor shall maintain the minimum amounts of liability insurance coverage set forth in FAR 28.307-2, unless otherwise required by the Contracting Officer.

#### **H.17 STATE AND LOCAL TAXES (EPAAR 1552.229-70) (NOV 1989)**

In accordance with FAR 29.303 and FAR 31.205-41, the Contractor or any subcontractor under this contract shall not be reimbursed for payment of any State and local taxes for which an exemption is available. The Contractor is responsible for determining the availability of State and local tax exemptions and obtaining such exemptions, if available. The Contractor shall include this clause, suitably modified to identify the parties, in all subcontracts at any tier. The Contractor shall notify the Contracting Officer if problems arise in obtaining a State and local tax exemption. The contractor may seek a waiver by the Contracting Officer from this requirement if the administrative burden of seeking an exemption appears to outweigh the potential savings to the Government.

#### **H.18 SCREENING BUSINESS INFORMATION FOR CLAIMS OF CONFIDENTIALITY (EPAAR 1552.235-70) (APR 1984)**

(a) Whenever collecting information under this contract, the Contractor agrees to comply with the following requirements:

(1) If the Contractor collects information from public sources, such as books, reports, journals, periodicals, public records, or other sources that are available to the public without restriction, the Contractor shall submit a list of these sources to the appropriate program office at the time the information is initially submitted to EPA. The Contractor shall identify the information according to source.

(2) If the Contractor collects information from a State or local Government or from a Federal agency, the Contractor shall submit a list of these sources to the appropriate program office at the time the information is initially submitted to EPA. The Contractor shall identify the information according to source.

(3) If the Contractor collects information directly from a business or from a source that represents a business or businesses, such as a trade association:

(i) Before asking for the information, the Contractor shall identify itself, explain that it is performing contractual work for the Environmental Protection Agency, identify the information that it is seeking to collect, explain what will be done with the information, and give the following notice:

(A) You may, if you desire, assert a business confidentiality claim covering part or all of the information. If you do assert a claim, the information will be disclosed by EPA only to the extent, and by means of the procedures, set forth in 40 CFR Part 2, Subpart B.

(B) If no such claim is made at the time this information is received by the Contractor, it may be made available to the public by the Environmental Protection Agency without further notice to you.

(C) The Contractor shall, in accordance with FAR Part 9, execute a written agreement regarding the limitations of the use of this information and forward a copy of the agreement to the Contracting Officer.

(ii) Upon receiving the information, the Contractor shall make a written notation that the notice set out above was given to the source, by whom, in what form, and on what date.

(iii) At the time the Contractor initially submits the information to the appropriate program office, the Contractor shall submit a list of these sources, identify the information according to source, and indicate whether the source made any confidentiality claim and the nature and extent of the claim.

(b) The Contractor shall keep all information collected from nonpublic sources confidential in accordance with the clause in this contract entitled "Treatment of Confidential Business Information" as if it had been furnished to the Contractor by EPA.

(c) The Contractor agrees to obtain the written consent of the Contracting Officer, after a written determination by the appropriate program office, prior to entering into any subcontract that will require the subcontractor to collect information. The Contractor agrees to include this clause, including this paragraph (c), and the clause entitled "Treatment of Confidential Business Information" in all subcontracts awarded pursuant to this contract

that require the subcontractor to collect information.

**H.19 TREATMENT OF CONFIDENTIAL BUSINESS INFORMATION (EPAAR 1552.235-71) (AUG 1993) DEVIATION**

(a) The Project Officer (PO) or his/her designee, after a written determination by the appropriate program office, may disclose confidential business information (CBI) to the Contractor necessary to carry out the work required under this contract. The Contractor agrees to use the CBI only under the following conditions:

(1) The Contractor and Contractor's employees shall: (i) use the CBI only for the purposes of carrying out the work required by the contract; (ii) not disclose the information to anyone other than properly cleared EPA employees without the prior written approval of the Assistant General Counsel for Contracts and Information Law; and (iii) return the CBI to the PO or his/her designee, whenever the information is no longer required by the Contractor for performance of the work required by the contract, or upon completion of the contract.

(2) The Contractor shall obtain a written agreement to honor the above limitations from each of the Contractor's employees who will have access to the information before the employee is allowed access.

(3) The Contractor agrees that these contract conditions concerning the use and disclosure of CBI are included for the benefit of, and shall be enforceable by, both EPA and any affected businesses having a proprietary interest in the information.

(4) The Contractor shall not use any CBI supplied by EPA or obtained during performance hereunder to compete with any business to which the CBI relates.

(b) The Contractor agrees to obtain the written consent of the CO, after a written determination by the appropriate program office, prior to entering into any subcontract that will involve the disclosure of CBI by the Contractor to the subcontractor. The Contractor agrees to include this clause, including this paragraph (b), in all subcontracts awarded pursuant to this contract that require the furnishing of CBI to the subcontractor.

**H.20 RELEASE OF CONTRACTOR CONFIDENTIAL BUSINESS INFORMATION (EPAAR 1552.235-79) (APR 1996)**

(a) The Environmental Protection Agency (EPA) may find it necessary to release information submitted by the Contractor either in response to this solicitation or pursuant to the provisions of this contract, to individuals not employed by EPA. Business information that is ordinarily entitled to confidential treatment under existing Agency regulations (40 C.F.R. Part 2) may be included in the information released to these individuals.



Accordingly, by submission of this proposal or signature on this contract or other contracts, the Contractor hereby consents to a limited release of its confidential business information (CBI).

(b) Possible circumstances where the Agency may release the Contractor's CBI include, but are not limited to the following:

(1) To other Agency contractors tasked with assisting the Agency in the recovery of Federal funds expended pursuant to the Comprehensive Environmental Response, Compensation, and Liability Act, 42 U.S.C. Sec. 9607, as amended, (CERCLA or Superfund);

(2) To the U.S. Department of Justice (DOJ) and contractors employed by DOJ for use in advising the Agency and representing the Agency in procedures for the recovery of Superfund expenditures;

(3) To parties liable, or potentially liable, for costs under CERCLA Sec. 107 (42 U.S.C. Sec. 9607), et al, and their insurers (Potentially Responsible Parties) for purposes of facilitating settlement or litigation of claims against such parties;

(4) To other Agency contractors who, for purposes of performing the work required under the respective contracts, require access to information the Agency obtained under the Clean Air Act (42 U.S.C. 7401 et seq.); the Federal Water Pollution Control Act (33 U.S.C.1251 et seq.); the Safe Drinking Water Act (42 U.S.C. 300f et seq.); the Federal Insecticide, Fungicide and Rodenticide Act (7 U.S.C. 136 et seq.); the Resource Conservation and Recovery Act (42 U.S.C. 6901 et seq.); the Toxic Substances Control Act (15 U.S.C. 2601 et seq.); or the Comprehensive Environmental Response, Compensation, and Liability Act (42 U.S.C. 9601 et seq.);

(5) To other Agency contractors tasked with assisting the Agency in handling and processing information and documents in the administration of Agency contracts, such as providing both preaward and post award audit support and specialized technical support to the Agency's technical evaluation panels;

(6) To employees of grantees working at EPA under the Senior Environmental Employment (SEE) Program;

(7) To Speaker of the House, President of the Senate, or Chairman of a Committee or Subcommittee;

(8) To entities such as the General Accounting Office, boards of contract appeals, and the Courts in the resolution of solicitation or contract protests and disputes;

(9) To Agency contractor employees engaged in information systems analysis, development, operation, and maintenance, including performing data processing and management functions for the Agency; and

(10) Pursuant to a court order or court-supervised agreement.

(c) The Agency recognizes an obligation to protect the contractor from competitive harm that may result from the release of such information to a competitor. (See also the clauses in this document entitled "Screening Business Information for Claims of Confidentiality" and "Treatment of Confidential Business Information.") Except where otherwise provided by law, the Agency will permit the release of CBI under subparagraphs (1), (3), (4), (5), (6), or (9) only pursuant to a confidentiality agreement.

(d) With respect to contractors, 1552.235-71 will be used as the confidentiality agreement. With respect to Potentially Responsible Parties, such confidentiality agreements may permit further disclosure to other entities where necessary to further settlement or litigation of claims under CERCLA. Such entities include, but are not limited to accounting firms and technical experts able to analyze the information, provided that they also agree to be bound by an appropriate confidentiality agreement.

(e) This clause does not authorize the Agency to release the Contractor's CBI to the public pursuant to a request filed under the Freedom of Information Act.

(f) The Contractor agrees to include this clause, including this paragraph (f), in all subcontracts at all levels awarded pursuant to this contract that require the furnishing of confidential business information by the subcontractor.

## **H.21 TECHNICAL DIRECTION (EPAAR 1552.237-71) (APR 1984) DEVIATION**

(a) The Project Officer is the primary representative of the Contracting Officer authorized to provide technical direction on contract performance.

(b) Individuals other than the Project Officer may be authorized to provide technical direction. If individuals other than the Project Officer are authorized to provide technical direction, their names will be specified in the contract, delivery order, work assignment or technical direction document as appropriate. A Delivery Order Project Officer, Work Assignment Manager or Task Manager is authorized to provide technical direction, subject to the limitations set forth below, only on his/her delivery order, work assignment or technical direction document.

(c) Technical direction includes:

(1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work.

(2) Comments on and approval of reports or other deliverables.

(d) Technical direction must be within the contract and the delivery order, work assignment or technical direction document statement of work. The Project Officer or any other technical representative of the Contracting Officer does not have the authority to issue technical direction which (1) institutes additional work outside the scope of the contract, delivery order, work assignment or technical direction document; (2) constitutes a change as defined in the "Changes" clause; (3) causes an increase or decrease in the estimated cost of the contract, delivery order, work assignment or technical direction document; (4) alters the period of performance; or (5) changes any of the other express terms or conditions of the contract, delivery order, work assignment or technical direction document.

(e) Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Project Officer.

## **H.22 KEY PERSONNEL (EPAAR 1552.237-72) (APR 1984)**

(a) The Contractor shall assign to this contract the following key personnel:

### **Edison, New Jersey Group**

#### **Name**

Program Manager (P4)	_____
Operation Section Leader (P4)	_____
Analytical Lab. Section Leader (P4)	_____
Air Response Section Leader (P4)	_____
Project Management Support Section Leader (P4)	_____
QA/QC Officer (P4)	_____
Health & Safety Officer (P4)	_____
Geology Group Leader, Sr. Hydrogeologist (P4)	_____
Sr. Ground Water Modeler (P4)	_____
Biology Group Leader, Sr. Toxicologist (Environmental) (P4)	_____
Sr. Toxicologist (Human) (P4)	_____
Engineering/Remediation Group Leader, Sr. Chemical Engineer (P4)	_____
Air Response Section, Emergency Response Group Leader, Sr. Environmental Scientist (P4)	_____
TAGA/Advanced Analytics Group Leader, (MS/MS chemist) (P4)	_____
Sr. MS/MS Chemist (P4)	_____
Analytical Section, Organic Group Leader (P4)	_____
Inorganic Group Leader (P4)	_____
Report Group Leader (P3)	_____
Project Management Support Group Leader (P3)	_____

### **Las Vegas, Nevada Group**

Emergency Response Group Leader, Sr. Environmental  
 Scientist (P4)  
 MS/MS Chemist (P4)

(b) During the first ninety (90) calendar days of performance, the Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment. The Contractor shall notify the Contracting Officer within 15 calendar days after the occurrence of any of these events and provide the information required by paragraph (c) below. After the initial ninety (90) calendar day period, the Contractor shall submit the information required by paragraph (c) to the Contracting Officer at least 15 calendar days prior to making any permanent substitutions.

(c) The Contractor shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the Contracting Officer. Proposed substitutes should have comparable qualifications to those of the persons being replaced. The Contracting Officer will notify the Contractor within 15 calendar days after receipt of all required information of the decision on substitutions. This clause will be modified to reflect any approved changes of key personnel.

#### **H.23 GOVERNMENT - CONTRACTOR RELATIONS (EPAAR 1552.237-76) (JUL 1999)**

(a) The Government and the Contractor understand and agree that the services to be delivered under this contract by the contractor to the Government are non-personal services and the parties recognize and agree that no employer-employee relation-ship exists or will exist under the contract between the Government and the Contractor's personnel. It is, therefore, in the best interest of the Government to afford both parties a full understanding of their respective obligations.

(b) Contractor personnel under this contract shall not:

(1) Be placed in a position where they are under the supervision, direction, or evaluation of a Government employee.

(2) Be placed in a position of command, supervision, administration or control over Government personnel, or over personnel of other Contractors under other EPA contracts, or become a part of the Government organization.

(3) Be used in administration or supervision of Government procurement activities.

(C) Employee Relationship:

(1) The services to be performed under this contract do not require the Contractor or his/her personnel to exercise personal judgment and discretion

on behalf of the Government. Rather the Contractor's personnel will act and exercise personal judgment and discretion on behalf of the Contractor.

(2) Rules, regulations, directives, and requirements that are issued by the U.S. Environmental Protection Agency under its responsibility for good order, administration, and security are applicable to all personnel who enter the Government installation or who travel on Government transportation. This is not to be construed or interpreted to establish any degree of Government control that is inconsistent with a non-personal services contract.

(d) Inapplicability of Employee Benefits: This contract does not create an employer-employee relationship. Accordingly, entitlements and benefits applicable to such relationships do not apply.

(1) Payments by the Government under this contract are not subject to Federal income tax withholdings.

(2) Payments by the Government under this contract are not subject to the Federal Insurance Contributions Act.

(3) The Contractor is not entitled to unemployment compensation benefits under the Social Security Act, as amended, by virtue of performance of this contract.

(4) The Contractor is not entitled to workman's compensation benefits by virtue of this contract.

(5) The entire consideration and benefits to the Contractor for performance of this contract is contained in the provisions for payment under this contract.

(e) Notice. It is the Contractor's, as well as, the Government's responsibility to monitor contract activities and notify the Contracting Officer if the Contractor believes that the intent of this clause has been or may be violated.

(1) The Contractor should notify the Contracting Officer in writing promptly, within 5 calendar days from the date of any incident that the Contractor considers to constitute a violation of this clause. The notice should include the date, nature and circumstance of the conduct, the name, function and activity of each Government employee or Contractor official or employee involved or knowledgeable about such conduct, identify any documents or substance of any oral communication involved in the conduct, and the estimate in time by which the Government must respond to this notice to minimize cost, delay or disruption of performance.

(2) The Contracting Officer will promptly, within 7 calendar days after receipt of notice, respond to the notice in writing. In responding, the Contracting Officer will either:

(i) confirm that the conduct is in violation and when necessary direct the mode of further performance,

(ii) countermand any communication regarded as a violation,

(iii) deny that the conduct constitutes a violation and when necessary direct the mode of further performance; or

(iv) in the event the notice is inadequate to make a decision, advise the Contractor what additional information is required, and establish the date by which it should be furnished by the Contractor and the date thereafter by which the Government will respond.

#### **H.24 REHABILITATION ACT NOTICE (EPAAR 1552.239-70) (OCT 2000)**

(a) EPA has a legal obligation under the Rehabilitation Act of 1973, 29 U.S.C. 791, to provide reasonable accommodation to persons with disabilities who wish to attend EPA programs and activities. Under this contract, the contractor may be required to provide support in connection with EPA programs and activities, including conferences, symposia, workshops, meetings, etc. In such cases, the contractor shall, as applicable, include in its draft and final meeting announcements (or similar documents) the following notice:

*It is EPA's policy to make reasonable accommodation to persons with disabilities wishing to participate in the agency's programs and activities, pursuant to the Rehabilitation Act of 1973, 29 U.S.C. 791. Any request for accommodation should be made to the specified registration contact for a particular program or activity, preferably one month in advance of the registration deadline, so that EPA will have sufficient time to process the request.*

(b) Upon receipt of such a request for accommodation, the contractor shall immediately forward the request to the EPA contracting officer, and provide a copy to the appropriate EPA program office. The contractor may be required to provide any accommodation that EPA may approve. However, in no instance shall the contractor proceed to provide an accommodation prior to receiving written authorization from the contracting officer.

(c) The contractor shall insert in each subcontract or consultant agreement placed hereunder provisions that shall conform substantially to the language of this clause, including this paragraph, unless otherwise authorized by the contracting officer.

#### **H.25 ACCESS TO EPA COMPUTERS (EP 52.239-101) (FEB 1986)**

The personnel listed below have been authorized access to EPA computers in the performance of this contract. In the event of changes to this listing through a reassignment, resignation, termination, completion of a task or any

other reason making such access unnecessary, the Contractor shall immediately notify the Contracting Officer.

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**H.26 FABRICATION OR ACQUISITION OF NONEXPENDABLE PROPERTY (EPAAR 1552.245-72)  
(APR 1984)**

The Contractor shall not fabricate nor acquire under this contract, either directly or indirectly through a subcontract, any item of nonexpendable property without written approval from the Contracting Officer.

**H.27 SECURITY REQUIREMENTS FOR CONTRACTORS PERFORMING SERVICES ON-SITE FOR  
THE ENVIRONMENTAL PROTECTION AGENCY (EP-S 02-01) (JAN 2002)**

(a) Definitions: For purposes of this clause, on-site refers to any federally-owned or leased space and any commercial space primarily occupied by federal workers. It also includes EPA designated superfund sites regardless of whether or not they are federally-owned or leased.

(b) Contractor employees working under this contract who will perform work on-site shall be subject to security screening requirements. Contractors are responsible for performing the background checks and for screening unacceptable candidates from the pool of on-site workers. Contractors are required to maintain records of background checks and to make them available for Government review upon demand.

(c) The Contractor is responsible for completing a background check on each of his employees prior to the employees beginning work on-site. To be valid, a background check must have been performed within the 6 month period prior to the employee beginning on-site work. At a minimum, the background check will include:

1. National criminal and civil records;
2. Credit report;
3. Social security number trace;
4. Verification of US citizenship or legal resident status;
5. Written inquiries to appropriate local law-enforcement agencies, former employers and supervisors, references, and schools attended by the person under investigation; and
6. Professional license and certification verification.

(d) EPA may designate certain contractor employees who will be subject to higher levels of scrutiny. In those instances, the employee and the

parameters of the investigation will be specified in this clause.

(e) Whenever a contractor becomes aware that the retention of an employee for work at an on-site location under an EPA contract is inconsistent with the interests of national security, such information shall be immediately provided to the Contracting Officer, and the employee shall be immediately removed from the site and replaced with a qualified substitute.

(f) The Contractor agrees to insert terms that conform substantially to the language of this clause in all subcontracts under this contract.

#### **H.28 ID PASSES (LOCAL LC-01-01) (DEC 2001)**

a. The contractor shall arrange with the Project Officer for the issuance, by the Government, of a photo identification badge to all consultants, prime contractor and any tier subcontractor personnel working at EPA facilities under the terms and conditions of this contract. This photo identification badge will be issued PRIOR TO THE CONTRACTOR employee ENTERING ON DUTY AT AN EPA facility. If an employee site clearance report is required elsewhere in this contract, the photo identification badge will be issued only upon the Project Officer's approval of a favorable site clearance report.

b. The contractor shall instruct all personnel issued photo identification badges to display their badges at all times while the employee is at an EPA facility.

c. The contractor shall return all photo identification badges to the Project Officer upon the dismissal or termination of an employee or when the contract expires, whichever event occurs first.

d. The contractor shall immediately notify the Project Officer, in writing, when an employee has lost or is unable to locate his or her photo identification badge.

e. The contractor shall inform all new consultants, prime contractor and any tier subcontractor personnel requiring access to an EPA facility to display personal identification, such as a driver's license; social security card; passport; etc. to the Project Officer, prior to entering the EPA facility for the first time to have the photo identification badge made. The contractor employee will be instructed by the contractor to continue to display such personal identification to the Project Officer until such time a photo identification badge is provided.

#### **H.29 INCORPORATION OF CONTRACTOR'S PLANS (LOCAL LC-09-02) (DEC 2001)**

The Contractor's Conflict of Interest Plan dated \_\_\_\_\_, Small and Small Disadvantaged Business Subcontracting Plan dated \_\_\_\_\_, and Quality Management Plan dated \_\_\_\_\_, are hereby incorporated into the contract in their entirety. In the case of any conflict between the Contractor's Plans



and the terms and conditions of this contract, the provisions of FAR 52.215-8, ORDER OF PRECEDENCE (Section I.1, by reference) shall prevail.

**H.30 WORKERS' COMPENSATION, EMPLOYER'S LIABILITY, GENERAL LIABILITY, AND AUTOMOBILE LIABILITY (LOCAL LC-28-07) (DEC 2001)**

As required by the clause entitled, "Insurance--Liability to Third Persons" (FAR 52.228-7), the contractor shall provide and maintain workers' compensation, employer's liability, comprehensive general liability (bodily injury), and comprehensive automobile liability (bodily injury and property damage) insurance. Minimum protection shall be in amounts not less than those prescribed below:

(a) Bodily Injury - Minimum of \$500,000 per occurrence

(b) Property Damage - Minimum of \$100,000 per occurrence, \$200,000 in the aggregate

(c) Automobile Liability - Minimum of \$200,000 per person and \$500,000 per occurrence for bodily injury, and \$20,000 per occurrence for property damage.

Satisfactory proof of binder by an acceptable insurer shall be furnished to the Contracting Officer prior to commencement of work.

**H.31 APPROVAL OF CONTRACTOR TRAVEL (LOCAL LC-31-08) (DEC 2001)**

(a) Any contractor travel which may be directly charged to the contract must be authorized in advance by the Project Officer. This approval shall be separate from the process associated with the approval of work plans. (See paragraph (f) below).

(b) Travel shall be authorized under this contract only when the travel is required to provide a direct service (including management oversight) or specific product to the Government that is identified in the contract's Statement Of Work (and/or any applicable work assignment). The contractor shall identify the need for travel in any work plans submitted and shall clearly identify in an accompanying narrative the relationship of the travel to the direct service required by the Government. Unless/until the Project Officer specifically approves the travel proposed under a work assignment (apart from approval of the remainder of the work assignment- see paragraph (e) below), the contractor shall not perform travel. Travel and associated costs for such travel (lodging, per diem, and incidental expenses) shall be allowable only in accordance with the limitations of FAR 31.205-43 and FAR 31.205-46.

(c) Travel expenses for Federal employees shall not be an allowable cost under this contract. Travel approval shall not be rendered for any personnel (including for example State or local government officials, academicians,

etc.) except for employees of the contractor, or an authorized subcontractor or consultant, who are performing a bona fide function to accomplish the Statement of Work.

(d) The advance approval of travel covered in this clause does not apply to local transportation. Local transportation, for this contract, is defined as travel within 100 miles from the contractor personnel's assigned work location for performance of the contract that does not involve an overnight stay.

(e) To obtain the approval for travel, the contractor shall submit a separate written request to the Project Officer for each instance of travel for the contractor (including subcontractors/consultants) that is contemplated as a direct charge under the contract. The request shall include (at a minimum) the following information:

1. Individual(s) traveling. Identify position and affiliation as a contractor/subcontractor employee or authorized consultant.
2. Description of circumstances necessitating the travel. Identify the work assignment(s) that will benefit from the travel and detail the correlation of the travel to the requirements of the Statement Of Work.
3. Identify the estimated cost and include a cost breakdown. Explain why this is the most cost effective means to fulfill the contract requirements.

(f) Approval of work plans that include travel as an other direct cost element shall not be construed to mean the travel is approved; i.e., separate approval shall be obtained from the Project Officer.

(g) While on travel, Contractor personnel shall clearly identify corporate affiliation at the start of any meeting. While attending EPA-sponsored meetings, conferences, symposia, etc. or while on a Government site, Contractor personnel shall wear a badge which identifies the individual as a contractor employee. Contractor personnel are strictly prohibited from acting as a representative of the Agency at meetings, conferences, symposia, etc.

### **H.32 TRAVEL REQUIREMENTS**

#### **Availability of Travel Discounts to Cost Reimbursable Contractors (CRCs)**

Some travel discounts (transportation costs under city/pair contracts, hotel/motel rates, and rental car rates) negotiated by the General Services Administration (GSA) for Government employees may be extended at the discretion of the vendor to cost reimbursable contractors (CRCs) performing official Government travel under a Government contract. These discounts shall not be used for other than official Government travel under a Government contract.

Generally, more lodging vendors and rental car companies will extend these discounts to Government contractors than transportation vendors. Nonetheless, the contractor shall promote the use of any travel discounts available to help reduce direct reimbursement of travel expenses. The Official Airline Guide (800-323-3537) publishes The Federal Travel Directory/Federal Hotel/Motel Discount Directory and Official Airline Guide which identifies CRCs purchase contract fares when traveling on official Government business and the required method of payment. The Directory is for sale to businesses (\$107.00 per year). Information about this product is available on the INTERNET at <http://www.oag.com>.

To request these discounts, CRCs must furnish a letter of identification on EPA letterhead signed by an authorizing Government CO. A sample letter follows:

OFFICIAL AGENCY LETTERHEAD

TO: Contract Service Provider

SUBJECT: Official Travel of Government Contractor

(FULL NAME OF TRAVELER), the bearer of this letter, is an employee of (COMPANY NAME) which has a contract with this Agency under Government contract (CONTRACT NUMBER). During the period of the contract (GIVE DATES), the employee is eligible and authorized to use available discount rates in accordance with your contract and/or agreement with the General Services Administration.

I realize that Government contract rates are available to Government contractors only at your option, but hope that you will be willing to offer these rates to the above non-mandatory user. I understand that unless you allow this, the employee is NOT eligible and NOT authorized to use available Government discount rates. Thank you for your consideration in this matter.

SIGNATURE, TITLE AND TELEPHONE NUMBER OF CONTRACTING OFFICER.

This letter shall be provided to the contractor upon award of the contract. The contractor shall utilize the available discounts to the maximum extent possible during the life of this contract.

### **H.33 APPROVAL OF TRAINING (LOCAL LC-31-09) (DEC 2001)**

1. The contractor shall provide and maintain a qualified staff of personnel to meet the requirements of the Statement of Work. The contractor shall provide training to keep its personnel abreast of changes to the science and/or technology associated with the requirements of the contract. In addition, the contractor shall ensure that its personnel receive appropriate safety, health and environmental training in accordance with Federal, state

and local requirements prior to assigning any task that require such training. The contractor shall provide documentation of such training upon the request of the Project Officer and/or Contracting Officer.

The Government will not directly reimburse the cost for contractor employees to meet or maintain minimal contract requirements or to obtain and sustain an appropriate level of professionalism. Any direct charges for training will only be considered for reimbursement under this contract by compliance with the procedures set forth in paragraph (2) below.

2. There may be occasions when it is determined to be in the best interest of the Government to reimburse the contractor for the direct cost of training associated with a requirement that represents a unique Government need unrecognized at the time of contract award. When such circumstances occur, the contractor shall secure the Contracting Officer's prior written approval by submitting a written request through the Project Officer that includes, at a minimum the following information:

a. Individual to be trained (Identify position and job duties under contract.)

b. Description of circumstances necessitating the training. (Describe the specific change to the performance requirements. Identify by number and title of the work assignment(s) that will benefit from training and describe in detail how the training relates to the Statement Of Work and job duties under the contract.)

c. Estimated cost (Include a cost breakdown. Explain why this is the most cost effective means to fulfill the contract requirements.)

3. The Contracting Officer will provide the contractor with written approval or disapproval of the request. Approval of work plans that include training as an other direct cost element shall not be construed to mean the training is approved; i.e., the contractor shall obtain written approval pursuant to the terms of this clause. Training billed as a direct cost shall be disallowed by the Contracting Officer unless approved pursuant to the terms of this clause.

#### **H.34 AUTHORIZED REPRESENTATIVES OF THE PROJECT OFFICER (LOCAL LC-42-20) (DEC 2001)**

The Work Assignment Manager (WAM) referenced in the Clause entitled "TECHNICAL DIRECTION (DEVIATION)", is the individual authorized by the Contracting Officer on an individual Work Assignment (WA) to:

1) receive WA deliverables;

2)to receive copies of monthly progress reports specific to the WA(s) for which the WAM is authorized;

3)to attend meetings with the project officer and contractor in order to monitor progress of those WAs for which he/she is cognizant; and

4) to provide technical direction on those WAs subject to the limitations of the above "TECHNICAL DIRECTION (DEVIATION)" clause.

#### **H.35 GOVERNMENT HOLIDAYS (LOCAL LRT-04-02) (DEC 2001)**

The following holidays are observed by the Government and the normal operation of the facilities will be closed on these days:

New Year's Day  
 Martin Luther King's Birthday  
 Presidents' Birthday  
 Memorial Day  
 Independence Day  
 Labor Day  
 Columbus Day  
 Veterans' Day  
 Thanksgiving Day  
 Christmas Day

#### **H.36 SPECIAL REPORTING REQUIREMENT: REGULATORY ASSISTANCE (LOCAL LRT-04-03) (DEC 2001)**

As concerns any work assignment which requires the Contractor to provide services that involve or relate to the development of regulations, the Contractor shall:

- (a) submit reports that contain recommendations and that explain and rank policy or action alternatives, if any;
- (b) describe what procedures were used to arrive at or which support the Contractor's recommendations;
- (c) summarize the substance of their deliberations;
- (d) report any dissenting views;
- (e) list sources relied upon; and
- (f) otherwise make clear the methods and considerations upon which the Contractor's recommendations are based.

The Contracting Officer will specify whether this Special Reporting Requirement is applicable to the work encompassed by any particular work assignment.

**H.37 RELOCATION EXPENSES**

Relocation expenses associated with contract transition and start-up activities only are accepted at a ceiling amount of \$ to be determined at contract award. After contract start-up is complete, the contractor shall obtain approval from the Contract Officer for any planned relocation expenses. The relocation expenses will be incurred as an other direct charge to the contract. Relocation will only be approved when a qualified candidate can not be located within commuting distance of the Edison or Las Vegas facilities.

**PART II - CONTRACT CLAUSES****SECTION I - CONTRACT CLAUSES****I.1 NOTICE Listing Contract Clauses Incorporated by Reference****NOTICE:**

The following solicitation provisions and/or contract clauses pertinent to this section are hereby incorporated by reference:

**FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)**

NUMBER	DATE	TITLE
52.202-1	DEC 2001	DEFINITIONS
52.203-3	APR 1984	GRATUITIES
52.203-5	APR 1984	COVENANT AGAINST CONTINGENT FEES
52.203-6	JUL 1995	RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT
52.203-7	JUL 1995	ANTI-KICKBACK PROCEDURES
52.203-8	JAN 1997	CANCELLATION, RESCISSION, AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY
52.203-10	JAN 1997	PRICE OR FEE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY
52.203-12	JUN 1997	LIMITATION ON PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS
52.204-4	AUG 2000	PRINTED OR COPIED DOUBLE-SIDED ON RECYCLED PAPER
52.209-6	JUL 1995	PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT
52.215-2	JUN 1999	AUDIT AND RECORDS--NEGOTIATION
52.215-8	OCT 1997	ORDER OF PRECEDENCE--UNIFORM CONTRACT FORMAT
52.215-11	OCT 1997	PRICE REDUCTION FOR DEFECTIVE COST OR PRICING DATA--MODIFICATIONS
52.215-13	OCT 1997	SUBCONTRACTOR COST OR PRICING DATA--MODIFICATIONS
52.215-15	DEC 1998	PENSION ADJUSTMENT AND ASSET REVERSIONS
52.215-18	OCT 1997	REVERSION OR ADJUSTMENT OF PLANS FOR POSTRETIREMENT BENEFITS (PRB) OTHER THAN PENSIONS
52.216-7	DEC 2002	ALLOWABLE COST AND PAYMENT
52.219-4	JAN 1999	NOTICE OF PRICE EVALUATION PREFERENCE FOR

		HUBZONE SMALL BUSINESS CONCERNS
52.219-8	OCT 2000	UTILIZATION OF SMALL BUSINESS CONCERNS
52.219-9	JAN 2002	SMALL BUSINESS SUBCONTRACTING PLAN
52.219-16	JAN 1999	LIQUIDATED DAMAGES--SUBCONTRACTING PLAN
52.219-25	OCT 1999	SMALL DISADVANTAGED BUSINESS PARTICIPATION PROGRAM -- DISADVANTAGED STATUS AND REPORTING
52.222-3	AUG 1996	CONVICT LABOR
52.222-26	APR 2002	EQUAL OPPORTUNITY
52.222-35	DEC 2001	EQUAL OPPORTUNITY FOR SPECIAL DISABLED VETERANS, VETERANS OF THE VIETNAM ERA, AND OTHER ELIGIBLE VETERANS
52.222-36	JUN 1998	AFFIRMATIVE ACTION FOR WORKERS WITH DISABILITIES
52.222-37	DEC 2001	EMPLOYMENT REPORTS ON SPECIAL DISABLED VETERANS, VETERANS OF THE VIETNAM ERA, AND OTHER ELIGIBLE VETERANS
52.222-41	MAY 1989	SERVICE CONTRACT ACT OF 1965, AS AMENDED
52.223-6	MAY 2001	DRUG-FREE WORKPLACE
52.223-10	AUG 2000	WASTE REDUCTION PROGRAM
52.223-14	JUN 2003	TOXIC CHEMICAL RELEASE REPORTING
52.225-13	JUN 2003	RESTRICTIONS ON CERTAIN FOREIGN PURCHASES
52.227-1	JUL 1995	AUTHORIZATION AND CONSENT
52.227-2	AUG 1996	NOTICE AND ASSISTANCE REGARDING PATENT AND COPYRIGHT INFRINGEMENT
52.227-14	JUN 1987	RIGHTS IN DATA--GENERAL
52.227-14	JUN 1987	RIGHTS IN DATA--GENERAL ALTERNATE II (JUN 1987)
52.227-14	JUN 1987	RIGHTS IN DATA--GENERAL ALTERNATE III (JUN 1987)
52.227-14	JUN 1987	RIGHTS IN DATA--GENERAL ALTERNATE V (JUN 1987)
52.227-16	JUN 1987	ADDITIONAL DATA REQUIREMENTS
52.230-2	APR 1998	COST ACCOUNTING STANDARDS
52.230-6	NOV 1999	ADMINISTRATION OF COST ACCOUNTING STANDARDS
52.232-17	JUN 1996	INTEREST
52.232-18	APR 1984	AVAILABILITY OF FUNDS
52.232-20	APR 1984	LIMITATION OF COST
52.232-22	APR 1984	LIMITATION OF FUNDS
52.232-23	JAN 1986	ASSIGNMENT OF CLAIMS
52.232-25	FEB 2002	PROMPT PAYMENT ALTERNATE I (FEB 2002)
52.232-35	MAY 1999	DESIGNATION OF OFFICE FOR GOVERNMENT RECEIPT OF ELECTRONIC FUNDS TRANSFER INFORMATION
52.233-1	JUL 2002	DISPUTES ALTERNATE I (DEC 1991)
52.233-3	AUG 1996	PROTEST AFTER AWARD ALTERNATE I (JUN 1985)
52.237-2	APR 1984	PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT, AND VEGETATION
52.237-3	JAN 1991	CONTINUITY OF SERVICES
52.242-1	APR 1984	NOTICE OF INTENT TO DISALLOW COSTS



52.242-3	MAY 2001	PENALTIES FOR UNALLOWABLE COSTS
52.242-4	JAN 1997	CERTIFICATION OF FINAL INDIRECT COSTS
52.242-13	JUL 1995	BANKRUPTCY
52.243-2	AUG 1987	CHANGES--COST REIMBURSEMENT ALTERNATE I (APR 1984)
52.245-19	APR 1984	GOVERNMENT PROPERTY FURNISHED "AS IS"
52.246-25	FEB 1997	LIMITATION OF LIABILITY--SERVICES
52.249-6	SEP 1996	TERMINATION (COST-REIMBURSEMENT)
52.249-14	APR 1984	EXCUSABLE DELAYS
52.253-1	JAN 1991	COMPUTER GENERATED FORMS

## **I.2 NOTIFICATION OF OWNERSHIP CHANGES (FAR 52.215-19) (OCT 1997)**

(a) The Contractor shall make the following notifications in writing:

(1) When the Contractor becomes aware that a change in its ownership has occurred, or is certain to occur, that could result in changes in the valuation of its capitalized assets in the accounting records, the Contractor shall notify the Administrative Contracting Officer (ACO) within 30 days.

(2) The Contractor shall also notify the ACO within 30 days whenever changes to asset valuations or any other cost changes have occurred or are certain to occur as a result of a change in ownership.

(b) The Contractor shall--

(1) Maintain current, accurate, and complete inventory records of assets and their costs;

(2) Provide the ACO or designated representative ready access to the records upon request;

(3) Ensure that all individual and grouped assets, their capitalized values, accumulated depreciation or amortization, and remaining useful lives are identified accurately before and after each of the Contractor's ownership changes; and

(4) Retain and continue to maintain depreciation and amortization schedules based on the asset records maintained before each Contractor ownership change.

(c) The Contractor shall include the substance of this clause in all subcontracts under this contract that meet the applicability requirement of FAR 15.408(k).

## **I.3 REQUIREMENTS FOR COST OR PRICING DATA OR INFORMATION OTHER THAN COST OR PRICING DATA--MODIFICATIONS (FAR 52.215-21) (OCT 1997)**

(a) *Exceptions from cost or pricing data.* (1) In lieu of submitting cost or pricing data for modifications under this contract, for price adjustments expected to exceed the threshold set forth at FAR 15.403-4 on the date of the agreement on price or the date of the award, whichever is later, the Contractor may submit a written request for exception by submitting the information described in the following subparagraphs. The Contracting Officer may require additional supporting information, but only to the extent necessary to determine whether an exception should be granted, and whether the price is fair and reasonable--

(i) *Identification of the law or regulation establishing the price offered.* If the price is controlled under law by periodic rulings, reviews, or similar actions of a governmental body, attach a copy of the controlling document, unless it was previously submitted to the contracting office.

(ii) *Information on modifications of contracts or subcontracts for commercial items.* (A) If--

(1) The original contract or subcontract was granted an exception from cost or pricing data requirements because the price agreed upon was based on adequate price competition or prices set by law or regulation, or was a contract or subcontract for the acquisition of a commercial item; and

(2) The modification (to the contract or subcontract) is not exempted based on one of these exceptions, then the Contractor may provide information to establish that the modification would not change the contract or subcontract from a contract or subcontract for the acquisition of a commercial item to a contract or subcontract for the acquisition of an item other than a commercial item.

(B) For a commercial item exception, the Contractor shall provide, at a minimum, information on prices at which the same item or similar items have previously been sold that is adequate for evaluating the reasonableness of the price of the modification. Such information may include--

(1) For catalog items, a copy of or identification of the catalog and its date, or the appropriate pages for the offered items, or a statement that the catalog is on file in the buying office to which the proposal is being submitted. Provide a copy or describe current discount policies and price lists (published or unpublished), *e.g.*, wholesale, original equipment manufacturer, or reseller. Also explain the basis of each offered price and its relationship to the established catalog price, including how the proposed price relates to the price of recent sales in quantities similar to the proposed quantities.

(2) For market-priced items, the source and date or period of the market quotation or other basis for market price, the base amount, and applicable discounts. In addition, describe the nature of the market.

(3) For items included on an active Federal Supply Service Multiple Award Schedule contract, proof that an exception has been granted for the schedule item.

(2) The Contractor grants the Contracting Officer or an authorized representative the right to examine, at any time before award, books, records, documents, or other directly pertinent records to verify any request for an exception under this clause, and the reasonableness of price. For items priced using catalog or market prices, or law or regulation, access does not extend to cost or profit information or other data relevant solely to the Contractor's determination of the prices to be offered in the catalog or marketplace.

(b) *Requirements for cost or pricing data.* If the Contractor is not granted an exception from the requirement to submit cost or pricing data, the following applies:

(1) The Contractor shall submit cost or pricing data and supporting attachments in accordance with Table 15-2 of FAR 15.408.

(2) As soon as practicable after agreement on price, but before award (except for unpriced actions), the Contractor shall submit a Certificate of Current Cost or Pricing Data, as prescribed by FAR 15.406-2.

#### **I.4 OPTION TO EXTEND SERVICES (FAR 52.217-8) (NOV 1999)**

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 Days of contract expiration.

#### **I.5 NOTICE OF PRICE EVALUATION ADJUSTMENT FOR SMALL DISADVANTAGED BUSINESS CONCERNS (FAR 52.219-23) (JUN 2003)**

(a) *Definitions.* As used in this clause--

"Small disadvantaged business concern" means an offeror that represents, as part of its offer, that it is a small business under the size standard applicable to this acquisition; and either--

(1) It has received certification by the Small Business Administration as a small disadvantaged business concern consistent with 13 CFR 124, Subpart B; and

(i) No material change in disadvantaged ownership and control has occurred since its certification;

(ii) Where the concern is owned by one or more disadvantaged individuals, the net worth of each individual upon whom the certification is based does not exceed \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); and

(iii) It is identified, on the date of its representation, as a certified small disadvantaged business concern in the database maintained by the Small Business Administration (PRO-Net).

(2) It has submitted a completed application to the Small Business Administration or a Private Certifier to be certified as a small disadvantaged business concern in accordance with 13 CFR 124, Subpart B, and a decision on that application is pending, and that no material change in disadvantaged ownership and control has occurred since its application was submitted. In this case, in order to receive the benefit of a price evaluation adjustment, an offeror must receive certification as a small disadvantaged business concern by the Small Business Administration prior to contract award; or

(3) Is a joint venture as defined in 13 CFR 124.1002(f).

"Historically black college or university" means an institution determined by the Secretary of Education to meet the requirements of 34 CFR 608.2. For the Department of Defense (DOD), the National Aeronautics and Space Administration (NASA), and the Coast Guard, the term also includes any nonprofit research institution that was an integral part of such a college or university before November 14, 1986.

"Minority institution" means an institution of higher education meeting the requirements of Section 1046(3) of the Higher Education Act of 1965 (20 U.S.C. 1067k, including a Hispanic-serving institution of higher education, as defined in Section 316(b)(1) of the Act (20 U.S.C. 1101a)).

(b) *Evaluation adjustment.* (1) The Contracting Officer will evaluate offers by adding a factor of 10 percent to the price of all offers, except--

(i) Offers from small disadvantaged business concerns that have not waived the adjustment;

(ii) An otherwise successful offer of eligible products under the Trade Agreements Act when the dollar threshold for application of the Act is equaled or exceeded (see section 25.402 of the Federal Acquisition Regulation (FAR));

(iii) An otherwise successful offer where application of the factor would be inconsistent with a Memorandum of Understanding or other international agreement with a foreign government;

(iv) For DoD, NASA, and Coast Guard acquisitions, an otherwise successful offer from a historically black college or university or minority

institution; and

(v) For DoD acquisitions, an otherwise successful offer of qualifying country end products (see sections 225.000-70 and 252.225-7001 of the Defense FAR Supplement).

(2) The Contracting Officer will apply the factor to a line item or a group of line items on which award may be made. The Contracting Officer will apply other evaluation factors described in the solicitation before application of the factor. The factor may not be applied if using the adjustment would cause the contract award to be made at a price that exceeds the fair market price by more than the factor in paragraph (b)(1) of this clause.

(c) *Waiver of evaluation adjustment.* A small disadvantaged business concern may elect to waive the adjustment, in which case the factor will be added to its offer for evaluation purposes. The agreements in paragraph (d) of this clause do not apply to offers that waive the adjustment.

\_\_\_\_Offeror elects to waive the adjustment.

(d) *Agreements.* (1) A small disadvantaged business concern, that did not waive the adjustment, agrees that in performance of the contract, in the case of a contract for--

(i) Services, except construction, at least 50 percent of the cost of personnel for contract performance will be spent for employees of the concern;

(ii) Supplies (other than procurement from a non-manufacturer of such supplies), at least 50 percent of the cost of manufacturing, excluding the cost of materials, will be performed by the concern;

(iii) General construction, at least 15 percent of the cost of the contract, excluding the cost of materials, will be performed by employees of the concern; or

(iv) Construction by special trade contractors, at least 25 percent of the cost of the contract, excluding the cost of materials, will be performed by employees of the concern.

(2) A small disadvantaged business concern submitting an offer in its own name shall furnish in performing this contract only end items manufactured or produced by small disadvantaged business concerns in the United States or its outlying areas. This paragraph does not apply to construction or service contracts.

#### **I.6 PAYMENT FOR OVERTIME PREMIUMS (FAR 52.222-2) (JUL 1990)**

(a) The use of overtime is authorized under this contract if the overtime

premium cost does not exceed \$0 or the overtime premium is paid for work--

(1) Necessary to cope with emergencies such as those resulting from accidents, natural disasters, breakdowns of production equipment, or occasional production bottlenecks of a sporadic nature;

(2) By indirect-labor employees such as those performing duties in connection with administration, protection, transportation, maintenance, standby plant protection, operation of utilities, or accounting;

(3) To perform tests, industrial processes, laboratory procedures, loading or unloading of transportation conveyances, and operations in flight or afloat that are continuous in nature and cannot reasonably be interrupted or completed otherwise; or

(4) That will result in lower overall costs to the Government.

(b) Any request for estimated overtime premiums that exceeds the amount specified above shall include all estimated overtime for contract completion and shall--

(1) Identify the work unit; e.g., department or section in which the requested overtime will be used, together with present workload, staffing, and other data of the affected unit sufficient to permit the Contracting Officer to evaluate the necessity for the overtime;

(2) Demonstrate the effect that denial of the request will have on the contract delivery or performance schedule;

(3) Identify the extent to which approval of overtime would affect the performance or payments in connection with other Government contracts, together with identification of each affected contract; and

(4) Provide reasons why the required work cannot be performed by using multishift operations or by employing additional personnel.

**I.7 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (FAR 52.222-42) (MAY 1989)**

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

THIS STATEMENT IS FOR INFORMATION ONLY: IT IS NOT A WAGE DETERMINATION.

Employee Class

Monetary Wage-

## Fringe Benefits

Environmental Technician	\$19.91
Laboratory Technician	\$15.20
Inventory Clerk	\$12.05
Word Processor	\$ 9.50

**I.8 POLLUTION PREVENTION AND RIGHT-TO-KNOW INFORMATION (FAR 52.223-5) (APR 1998)**

(a) Executive Order 12856 of August 3, 1993, requires Federal facilities to comply with the provisions of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA)(42 U.S.C. 11001-11050) and the Pollution Prevention Act of 1990 (PPA) (42 U.S.C. 13101-13109).

(b) The Contractor shall provide all information needed by the Federal facility to comply with the emergency planning reporting requirements of Section 302 of EPCRA; the emergency notice requirements of Section 304 of EPCRA; the list of Material Safety Data Sheets required by Section 311 of EPCRA; the emergency and hazardous chemical inventory forms of Section 312 of EPCRA; the toxic chemical release inventory of Section 313 of EPCRA, which includes the reduction and recycling information required by Section 6607 of PPA; and the toxic chemical reduction goals requirements of Section 3-302 of Executive Order 12856.

**I.9 ESTIMATE OF PERCENTAGE OF RECOVERED MATERIAL CONTENT FOR EPA-DESIGNATED PRODUCTS (FAR 52.223-9) (AUG 2000)**

(a) *Definitions.* As used in this clause--

"Postconsumer material" means a material or finished product that has served its intended use and has been discarded for disposal or recovery, having completed its life as a consumer item. Postconsumer material is a part of the broader category of "recovered material."

"Recovered material" means waste materials and by-products recovered or diverted from solid waste, but the term does not include those materials and by-products generated from, and commonly reused within, an original manufacturing process.

(b) The Contractor, on completion of this contract, shall--

(1) Estimate the percentage of the total recovered material used in contract performance, including, if applicable, the percentage of postconsumer material content; and

(2) Submit this estimate to U.S. EPA  
Cincinnati Procurement Operations Division  
26 W. Martin Luther King Drive

Cincinnati, Ohio 45268

**I.10 SUBCONTRACTS (FAR 52.244-2) (AUG 1998) ALTERNATE II (AUG 1998)**

(a) *Definitions.* As used in this clause--

"Approved purchasing system" means a Contractor's purchasing system that has been reviewed and approved in accordance with Part 44 of the Federal Acquisition Regulation (FAR).

"Consent to subcontract" means the Contracting Officer's written consent for the Contractor to enter into a particular subcontract.

"Subcontract" means any contract, as defined in FAR Subpart 2.1, entered into by a subcontractor to furnish supplies or services for performance of the prime contract or a subcontract. It includes, but is not limited to, purchase orders, and changes and modifications to purchase orders.

(b) This clause does not apply to subcontracts for special test equipment when the contract contains the clause at FAR 52.245-18, Special Test Equipment.

(c) When this clause is included in a fixed-price type contract, consent to subcontract is required only on unpriced contract actions (including unpriced modifications or unpriced delivery orders), and only if required in accordance with paragraph (d) or (e) of this clause.

(d) If the Contractor does not have an approved purchasing system, consent to subcontract is required for any subcontract that--

(1) Is of the cost-reimbursement, time-and-materials, or labor-hour type; or

(2) Is fixed-price and exceeds--

(i) For a contract awarded by the Department of Defense, the Coast Guard, or the National Aeronautics and Space Administration, the greater of the simplified acquisition threshold or 5 percent of the total estimated cost of the contract; or

(ii) For a contract awarded by a civilian agency other than the Coast Guard and the National Aeronautics and Space Administration, either the simplified acquisition threshold or 5 percent of the total estimated cost of the contract.

(e) If the Contractor has an approved purchasing system, the Contractor nevertheless shall obtain the Contracting Officer's written consent before placing the following subcontracts:



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(f)(1) The Contractor shall notify the Contracting Officer reasonably in advance of placing any subcontract or modification thereof for which consent is required under paragraph (c), (d), or (e) of this clause, including the following information:

(i) A description of the supplies or services to be subcontracted.

(ii) Identification of the type of subcontract to be used.

(iii) Identification of the proposed subcontractor.

(iv) The proposed subcontract price.

(v) The subcontractor's current, complete, and accurate cost or pricing data and Certificate of Current Cost or Pricing Data, if required by other contract provisions.

(vi) The subcontractor's Disclosure Statement or Certificate relating to Cost Accounting Standards when such data are required by other provisions of this contract.

(vii) A negotiation memorandum reflecting--

(A) The principal elements of the subcontract price negotiations;

(B) The most significant considerations controlling establishment of initial or revised prices;

(C) The reason cost or pricing data were or were not required; (D) The extent, if any, to which the Contractor did not rely on the subcontractor's cost or pricing data in determining the price objective and in negotiating the final price;

(E) The extent to which it was recognized in the negotiation that the subcontractor's cost or pricing data were not accurate, complete, or current; the action taken by the Contractor and the subcontractor; and the effect of any such defective data on the total price negotiated;

(F) The reasons for any significant difference between the Contractor's price objective and the price negotiated; and

(G) A complete explanation of the incentive fee or profit plan when incentives are used. The explanation shall identify each critical performance element, management decisions used to quantify each incentive element, reasons for the incentives, and a summary

of all trade-off possibilities considered.

(2) If the Contractor has an approved purchasing system and consent is not required under paragraph (c), (d), or (e) of this clause, the Contractor nevertheless shall notify the Contracting Officer reasonably in advance of entering into any (i) cost-plus-fixed-fee subcontract, or (ii) fixed-price subcontract that exceeds either the simplified acquisition threshold or 5 percent of the total estimated cost of this contract. The notification shall include the information required by paragraphs (f)(1)(i) through (f)(1)(iv) of this clause.

(g) Unless the consent or approval specifically provides otherwise, neither consent by the Contracting Officer to any subcontract nor approval of the Contractor's purchasing system shall constitute a determination--

(1) Of the acceptability of any subcontract terms or conditions;

(2) Of the allowability of any cost under this contract; or

(3) To relieve the Contractor of any responsibility for performing this contract.

(h) No subcontract or modification thereof placed under this contract shall provide for payment on a cost-plus-a-percentage-of-cost basis, and any fee payable under cost-reimbursement type subcontracts shall not exceed the fee limitations in FAR 15.404-4(c)(4)(i).

(i) The Contractor shall give the Contracting Officer immediate written notice of any action or suit filed and prompt notice of any claim made against the Contractor by any subcontractor or vendor that, in the opinion of the Contractor, may result in litigation related in any way to this contract, with respect to which the Contractor may be entitled to reimbursement from the Government.

(j) The Government reserves the right to review the Contractor's purchasing system as set forth in FAR Subpart 44.3.

(k) Paragraphs (d) and (f) of this clause do not apply to the following subcontracts, which were evaluated during negotiations:

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#### **I.11 COMPETITION IN SUBCONTRACTING (FAR 52.244-5) (DEC 1996)**

(a) The Contractor shall select subcontractors (including suppliers) on a competitive basis to the maximum practical extent consistent with the objectives and requirements of the contract.

(b) If the Contractor is an approved mentor under the Department of Defense Pilot Mentor-Protege Program (Pub. L. 101-510, section 831 as amended), the Contractor may award subcontracts under this contract on a noncompetitive basis to its proteges.

# **I.12 SUBCONTRACTS FOR COMMERCIAL ITEMS (FAR 52.244-6) (APR 2003)**

(a) *Definitions.* As used in this clause--

"Commercial item" has the meaning contained in the clause at 52.202-1, Definitions.

"Subcontract" includes a transfer of commercial items between divisions, subsidiaries, or affiliates of the Contractor or subcontractor at any tier.

(b) To the maximum extent practicable, the Contractor shall incorporate, and require its subcontractors at all tiers to incorporate, commercial items or nondevelopmental items as components of items to be supplied under this contract.

(c)(1) The Contractor shall insert the following clauses in subcontracts for commercial items:

(i) 52.21908, Utilization of Small Business Concerns (Oct 2000) (15 U.S.C. 637(d)(2)(3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceed \$500,000 (\$1,000,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(ii) 52.222-26, Equal Opportunity (Apr 2002) (E.O. 11246).

(iii) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (Dec 2001) (38 U.S.C. 4212(a));

(iv) 52.222-36, Affirmative Action for Workers with Disabilities (Jun 1998) (29 U.S.C. 793).

(v) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (APR 2003) (46 U.S.C. Appx 1241 and 10 U.S.C. 2631) (flow down required in accordance with paragraph (d) of FAR clause 52.247-64).

(2) While not required, the Contractor may flow down to subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(d) The Contractor shall include the terms of this clause, including this

paragraph (d), in subcontracts awarded under this contract.

**I.13 GOVERNMENT PROPERTY (COST-REIMBURSEMENT, TIME-AND-MATERIAL, OR  
LABOR-HOUR CONTRACTS) (FAR 52.245-5) (AUG 1996) DEVIATION**

(a) *Government-furnished property.* (1) The term "Contractor's managerial personnel," as used in paragraph (g) of this clause, means any of the Contractor's directors, officers, managers, superintendents, or equivalent representatives who have supervision or direction of--

(i) All or substantially all of the Contractor's business;

(ii) All or substantially all of the Contractor's operation at any one plant, or separate location at which the contract is being performed; or

(iii) A separate and complete major industrial operation connected with performing this contract.

(2) The Government shall deliver to the Contractor, for use in connection with and under the terms of this contract, the Government-furnished property described in the Schedule or specifications, together with such related data and information as the Contractor may request and as may be reasonably required for the intended use of the property (hereinafter referred to as "Government-furnished property").

(3) The delivery or performance dates for this contract are based upon the expectation that Government-furnished property suitable for use will be delivered to the Contractor at the times stated in the Schedule or, if not so stated, in sufficient time to enable the Contractor to meet the contract's delivery or performance dates.

(4) If Government-furnished property is received by the Contractor in a condition not suitable for the intended use, the Contractor shall, upon receipt, notify the Contracting Officer, detailing the facts, and, as directed by the Contracting Officer and at Government expense, either effect repairs or modification or return or otherwise dispose of the property. After completing the directed action and upon written request of the Contractor, the Contracting Officer shall make an equitable adjustment as provided in paragraph (h) of this clause.

(5) If Government-furnished property is not delivered to the Contractor by the required time or times, the Contracting Officer shall, upon the Contractor's timely written request, make a determination of the delay, if any, caused the Contractor and shall make an equitable adjustment in accordance with paragraph (h) of this clause.

(b) *Changes in Government-furnished property.* (1) The Contracting Officer may, by written notice, (i) decrease the Government-furnished property provided or to be provided under this contract or (ii) substitute other

Government-furnished property for the property to be provided by the Government or to be acquired by the Contractor for the Government under this contract. The Contractor shall promptly take such action as the Contracting Officer may direct regarding the removal, shipment, or disposal of the property covered by this notice.

(2) Upon the Contractor's written request, the Contracting Officer shall make an equitable adjustment to the contract in accordance with paragraph (h) of this clause, if the Government has agreed in the Schedule to make such property available for performing this contract and there is any--

(i) Decrease or substitution in this property pursuant to subparagraph (b)(1) above; or

(ii) Withdrawal of authority to use property, if provided under any other contract or lease.

(c) *Title.* (1) The Government shall retain title to all Government-furnished property.

(2) Title to all property purchased by the Contractor for which the Contractor is entitled to be reimbursed as a direct item of cost under this contract shall pass to and vest in the Government upon the vendor's delivery of such property.

(3) Title to all other property, the cost of which is reimbursable to the Contractor, shall pass to and vest in the Government upon--

(i) Issuance of the property for use in contract performance;

(ii) Commencement of processing of the property for use in contract performance; or

(iii) Reimbursement of the cost of the property by the Government, whichever occurs first.

(4) All Government-furnished property and all property acquired by the Contractor, title to which vests in the Government under this paragraph (collectively referred to as "Government property"), are subject to the provisions of this clause. Title to Government property shall not be affected by its incorporation into or attachment to any property not owned by the Government, nor shall Government property become a fixture or lose its identity as personal property by being attached to any real property.

(d) *Use of Government property.* The Government property shall be used only for performing this contract, unless otherwise provided in this contract or approved by the Contracting Officer.

(e) *Property administration.* (1) The Contractor shall be responsible and

accountable for all Government property provided under this contract and shall comply with Federal Acquisition Regulation Subpart 45.5, as in effect on the date of this contract, and which is hereby incorporated into this contract by reference.

(2) The Contractor shall establish and maintain a program for the use, maintenance, repair, protection, and preservation of Government property in accordance with sound business practice and the applicable provisions of FAR Subpart 45.5.

(3) If damage occurs to Government property, the risk of which has been assumed by the Government under this contract, the Government shall replace the items or the Contractor shall make such repairs as the Government directs. However, if the Contractor cannot effect such repairs within the time required, the Contractor shall dispose of the property as directed by the Contracting Officer. When any property for which the Government is responsible is replaced or repaired, the Contracting Officer shall make an equitable adjustment in accordance with paragraph (h) of this clause.

(f) *Access.* The Government and all its designees shall have access at all reasonable times to the premises in which any Government property is located for the purpose of inspecting the Government property.

(g) *Limited Risk of loss.*

(1) The Contractor shall not be liable for loss or destruction of, or damage to, the Government property provided under this contract or for expenses incidental to such loss, destruction, or damage, except as provided in subparagraphs (2) and (3) below.

(2) The Contractor shall be responsible for loss or destruction of, or damage to, the Government property provided under this contract (including expenses incidental to such loss, destruction, or damage)--

(i) That results from a risk expressly required to be insured under this contract, but only to the extent of the insurance required to be purchased and maintained or to the extent of insurance actually purchased and maintained, whichever is greater;

(ii) That results from a risk that is in fact covered by insurance or for which the Contractor is otherwise reimbursed, but only to the extent of such insurance or reimbursement;

(iii) For which the Contractor is otherwise responsible under the express terms of this contract;

(iv) That results from willful misconduct or lack of good faith on the part of the Contractor's managerial personnel; or

(v) That results from a failure on the part of the Contractor, due to willful misconduct or lack of good faith on the part of the Contractor's managerial personnel, to establish and administer a program or system for the control, use, protection, preservation, maintenance, and repair of Government property as required by paragraph (e) of this clause.

(3) (i) If the Contractor fails to act as provided by subdivision (g)(2)(v) above, after being notified (by certified mail addressed to one of the Contractor's managerial personnel) of the Government's disapproval, withdrawal of approval, or nonacceptance of the system or program, it shall be conclusively presumed that such failure was due to willful misconduct or lack of good faith on the part of the Contractor's managerial personnel.

(ii) In such event, any loss or destruction of, or damage to, the Government property shall be presumed to have resulted from such failure unless the Contractor can establish by clear and convincing evidence that such loss, destruction, or damage--

(A) Did not result from the Contractor's failure to maintain an approved program or system; or

(B) Occurred while an approved program or system was maintained by the Contractor.

(4) If the Contractor transfers Government property to the possession and control of a subcontractor, the transfer shall not affect the liability of the Contractor for loss or destruction of, or damage to, the property as set forth above. However, the Contractor shall require the subcontractor to assume the risk of, and be responsible for, any loss or destruction of, or damage to, the property while in the subcontractor's possession or control, except to the extent that the subcontract, with the advance approval of the Contracting Officer, relieves the subcontractor from such liability. In the absence of such approval, the subcontract shall contain appropriate provisions requiring the return of all Government property in as good condition as when received, except for reasonable wear and tear or for its use in accordance with the provisions of the prime contract.

(5) The contractor shall notify the contracting officer upon loss or destruction of, or damage to, Government property provided under this contract, with the exception of low value property for which loss, damage, or destruction is reported at contract termination, completion, or when needed for continued contract performance. The Contractor shall take all reasonable action to protect the Government property from further damage, separate the damaged and undamaged Government property, put all the affected Government property in the best possible order, and furnish to the Contracting Officer a statement of--

(i) The lost, destroyed, or damaged Government property;

(ii) The time and origin of the loss, destruction, or damage;

(iii) All known interests in commingled property of which the Government property is a part; and

(iv) The insurance, if any, covering any part of or interest in such commingled property.

(6) The Contractor shall repair, renovate, and take such other action with respect to damaged Government property as the Contracting Officer directs. If the Government property is destroyed or damaged beyond practical repair, or is damaged and so commingled or combined with property of others (including the Contractor's) that separation is impractical, the Contractor may, with the approval of and subject to any conditions imposed by the Contracting Officer, sell such property for the account of the Government. Such sales may be made in order to minimize the loss to the Government, to permit the resumption of business, or to accomplish a similar purpose. The Contractor shall be entitled to an equitable adjustment in the contract price for the expenditures made in performing the obligations under this subparagraph (g)(6) in accordance with paragraph (h) of this clause. However, the Government may directly reimburse the loss and salvage organization for any of their charges. The Contracting Officer shall give due regard to the Contractor's liability under this paragraph (g) when making any such equitable adjustment.

(7) The Contractor shall not be reimbursed for, and shall not include as an item of overhead, the cost of insurance or of any reserve covering risk of loss or destruction of, or damage to, Government property, except to the extent that the Government may have expressly required the Contractor to carry such insurance under another provision of this contract.

(8) In the event the Contractor is reimbursed or otherwise compensated for any loss or destruction of, or damage to, Government property, the Contractor shall use the proceeds to repair, renovate, or replace the lost, destroyed, or damaged Government property or shall otherwise credit the proceeds to, or equitably reimburse, the Government, as directed by the Contracting Officer.

(9) The Contractor shall do nothing to prejudice the Government's rights to recover against third parties for any loss or destruction of, or damage to, Government property. Upon the request of the Contracting Officer, the Contractor shall, at the Government's expense, furnish to the Government all reasonable assistance and cooperation (including the prosecution of suit and the execution of instruments of assignment in favor of the Government) in obtaining recovery. In addition, where a subcontractor has not been relieved from liability for any loss or destruction of, or damage to, Government property, the Contractor shall enforce for the benefit of the Government the liability of the subcontractor for such loss, destruction, or damage.

(h) *Equitable adjustment.* When this clause specifies an equitable adjustment, it shall be made to any affected contract provision in accordance



with the procedures of the Changes clause. When appropriate, the Contracting Officer may initiate an equitable adjustment in favor of the Government. The right to an equitable adjustment shall be the Contractor's exclusive remedy. The Government shall not be liable to suit for breach of contract for--

- (1) Any delay in delivery of Government-furnished property;
- (2) Delivery of Government-furnished property in a condition not suitable for its intended use;
- (3) A decrease in or substitution of Government-furnished property; or
- (4) Failure to repair or replace Government property for which the Government is responsible.

(i) *Final accounting and disposition of Government property.* Upon completing this contract, or at such earlier dates as may be fixed by the Contracting Officer, the Contractor shall submit, in a form acceptable to the Contracting Officer, inventory schedules covering all items of Government property not consumed in performing this contract or delivered to the Government. The Contractor shall prepare for shipment, deliver f.o.b. origin, or dispose of the Government property as may be directed or authorized by the Contracting Officer. The net proceeds of any such disposal shall be credited to the cost of the work covered by this contract or paid to the Government as directed by the Contracting Officer. The foregoing provisions shall apply to scrap from Government property; provided, however, that the Contracting Officer may authorize or direct the Contractor to omit from such inventory schedules any scrap consisting of faulty castings or forgings or of cutting and processing waste, such as chips, cuttings, borings, turnings, short ends, circles, trimmings, clippings, and remnants, and to dispose of such scrap in accordance with the Contractor's normal practice and account for it as a part of general overhead or other reimbursable costs in accordance with the Contractor's established accounting procedures.

(j) *Abandonment and restoration of Contractor premises.* Unless otherwise provided herein, the Government--

- (1) May abandon any Government property in place, at which time all obligations of the Government regarding such abandoned property shall cease; and
- (2) Has no obligation to restore or rehabilitate the Contractor's premises under any circumstances (e.g., abandonment, disposition upon completion of need, or contract completion). However, if the Government-furnished property (listed in the Schedule or specifications) is withdrawn or is unsuitable for the intended use, or if other Government property is substituted, then the equitable adjustment under paragraph (h) of this clause may properly include restoration or rehabilitation costs.

(k) *Communications.* All communications under this clause shall be in writing.

(l) *Overseas contracts.* If this contract is to be performed outside the United States of America, its territories, or possessions, the words "Government" and "Government-furnished" (wherever they appear in this clause) shall be construed as "United States Government" and "United States Government-furnished," respectively.

**I.14 SUBMISSION OF COMMERCIAL TRANSPORTATION BILLS TO THE GENERAL SERVICES ADMINISTRATION FOR AUDIT (FAR 52.247-67) (JUN 1997)**

(a)1) In accordance with paragraph (a)(2) of this clause, the Contractor shall submit to the General Services Administration (GSA) for audit, legible copies of all paid freight bills/invoices, commercial bills of lading (CBL's), passenger coupons, and other supporting documents for transportation services on which the United States will assume freight charges that were paid (i) by the Contractor under a cost-reimbursement contract, and (ii) by a first -tier subcontractor under a cost-reimbursement subcontract thereunder.

(2) Cost-reimbursement Contractors shall only submit for audit those CBL's with freight shipment charges exceeding \$50.00. Bills under \$50.00 shall be retained on-site by the Contractor and made available for GSA on-site audits. This exception only applies to freight shipment bills and is not intended to apply to bills and invoices for any other transportation services.

(b) The Contractor shall forward copies of paid freight bills/invoices, CBL's, passenger coupons, and supporting documents as soon as possible following the end of the month, in one package to the General Services Administration, ATTN: FWA, 1800 F Street, NW, Washington, DC 20405. The Contractor shall include the paid freight bills/invoices, CBL's, passenger coupons, and supporting documents for first tier subcontractors under a cost-reimbursement contract. If the inclusion of the paid freight bills/invoices, CBL's, passenger coupons, and supporting documents for any subcontractor in the shipment is not practicable, the documents may be forwarded to GSA in a separate package.

(c) Any original transportation bills or other documents requested by GSA shall be forwarded promptly by the Contractor to GSA. The Contractor shall ensure that the name of the contracting agency is stamped or written on the face of the bill before sending it to GSA.

(d) A statement prepared in duplicate by the Contractor shall accompany each shipment of transportation documents. GSA will acknowledge receipt of the shipment by signing and returning the copy of the statement. The statement shall show --

(1) The name and address of the Contractor;

(2) The contract number including any alpha-numeric prefix identifying the contracting office;

(3) The name and address of the contracting office:

(4) The total number of bills submitted with the statement; and

(5) A listing of the respective amounts paid or, in lieu of such listing, an adding machine tape of the amounts paid showing the Contractor's voucher or check numbers.

**I.15 CLAUSES INCORPORATED BY REFERENCE (FAR 52.252-2) (FEB 1998)**

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://www.arnet.gov/far/>

<http://www.epa.gov/oam/ptod/epaar.pdf>

**I.16 AUTHORIZED DEVIATIONS IN CLAUSES (FAR 52.252-6) (APR 1984)**

(a) The use in this solicitation or contract of any Federal Acquisition Regulation (48 CFR Chapter 1) clause with an authorized deviation is indicated by the addition of "DEVIATION" after the date of the clause.

(b) The use in this solicitation or contract of any Environmental Protection Agency (48 CFR Chapter 15) clause with an authorized deviation is indicated by the addition of "DEVIATION" after the name of the regulation.

## PART III - LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS

## SECTION J - LIST OF ATTACHMENTS

## J.1 LIST OF ATTACHMENTS (EP 52.252-100) (APR 1984)

Number	Attachment Title
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1	PERFORMANCE WORK STATEMENT
2	REPORTS OF WORK
3	INVOICE PREPARATION INSTRUCTIONS
4	AWARD FEE PLAN
5	MEDICAL MONITORING PLAN
6	GOVERNMENT PROPERTY
7	WAGE DETERMINATIONS
8	INSTRUCTIONS FOR PERFORMING THE ANNUAL ALLOCATION OF NON-SITE-SPECIFIC COSTS
9	MINIMUM STANDARDS FOR EPA CONTRACTORS' CONFLICT OF INTEREST PLANS
10	SAMPLE WORK ASSIGNMENTS
11	APPLICABLE NAICS CODES
12	PAST PERFORMANCE QUESTIONNAIRE
13	SAMPLE CLIENT AUTHORIZATION LETTER
14	COST PROPOSAL INSTRUCTIONS
15	TECHNICAL EVALUATION CRITERIA
16	TECHNICAL PROPOSAL INSTRUCTIONS
17	LABOR CLASSIFICATIONS

**PART IV - REPRESENTATIONS AND INSTRUCTIONS****SECTION K - REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS****K.1 CERTIFICATION AND DISCLOSURE REGARDING PAYMENTS TO INFLUENCE CERTAIN  
FEDERAL TRANSACTIONS (FAR 52.203-11) (APR 1991)**

(a) The definitions and prohibitions contained in the clause, at FAR 52.203-12, Limitation on Payments to Influence Certain Federal Transactions, included in this solicitation, are hereby incorporated by reference in paragraph (b) of this certification.

(b) The offeror, by signing its offer, hereby certifies to the best of his or her knowledge and belief that on or after December 23, 1989--

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the offeror shall complete and submit OMB standard form LLL, Disclosure of Lobbying Activities to the Contracting Officer; and

(3) He or she will include the language of this certification in all subcontract awards at any tier and require that all recipients of subcontract awards in excess of \$100,000 shall certify and disclose accordingly.

(c) Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by section 1352, title 31, United States Code. Any person who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

**K.2 TAXPAYER IDENTIFICATION (FAR 52.204-3) (OCT 1998)***(a) Definitions.*

"Common parent," as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.

"Taxpayer Identification Number (TIN)," as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.

(b) All offerors must submit the information required in paragraphs (d) through (f) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements described in Federal Acquisition Regulation (FAR) 4.904, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

*(d) Taxpayer Identification Number (TIN).*

☐ TIN: \_\_\_\_\_

☐ TIN has been applied for.

☐ TIN is not required because:

☐ Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

☐ Offeror is an agency or instrumentality of a foreign government;

☐ Offeror is an agency or instrumentality of the Federal Government.

*(e) Type of organization.*

- ☐ Sole proprietorship;
- ☐ Partnership;
- ☐ Corporate entity (not tax-exempt);
- ☐ Corporate entity (tax-exempt);
- ☐ Government entity (Federal, State, or local);
- ☐ Foreign government;
- ☐ International organization per 26 CFR 1.6049-4;
- ☐ Other\_\_\_\_\_.

(f) *Common parent.*

☐ Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this provision.

☐ Name and TIN of common parent:

Name\_\_\_\_\_

TIN\_\_\_\_\_

**K.3 WOMEN-OWNED BUSINESS (OTHER THAN SMALL BUSINESS) (FAR 52.204-5) (MAY 1999)**

(a) *Definition.* "Women-owned business concern," as used in this provision, means a concern that is at least 51 percent owned by one or more women; or in the case of any publicly owned business, at least 51 percent of its stock is owned by one or more women; and whose management and daily business operations are controlled by one or more women.

(b) *Representation.* [Complete only if the offeror is a women-owned business concern and has not represented itself as a small business concern in paragraph (b)(1) of FAR 52.219-1, Small Business Program Representations, of this solicitation.] The offeror represents that it ☐ is, ☐ is not a women-owned business concern.

**K.4 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY MATTERS (FAR 52.209-5) (DEC 2001)**

(a)(1) The Offeror certifies, to the best of its knowledge and belief, that -

(i) The Offeror and/or any of its Principals -

(A) Are [ ] are not [ ] presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have [ ] have not [ ], within a 3-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) Are [ ] are not [ ] presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in subdivision (a)(1)(i)(B) of this provision.

(ii) The Offeror has [ ] has not [ ], within a 3-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

THIS CERTIFICATION CONCERNS A MATTER WITHIN THE JURISDICTION OF AN AGENCY OF THE UNITED STATES AND THE MAKING OF A FALSE, FICTITIOUS, OR FRAUDULENT CERTIFICATION MAY RENDER THE MAKER SUBJECT TO PROSECUTION UNDER SECTION 1001, TITLE 18, UNITED STATES CODE.

(b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and



information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

**K.5 SMALL BUSINESS PROGRAM REPRESENTATIONS (FAR 52.219-1) (APR 2002)**

(a)(1) The North American Industry Classification System (NAICS) code for this acquisition is 561210.

(2) The small business size standard is \$6 million.

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b) *Representations.*

(1) The offeror represents as part of its offer that it ☐ is, ☐ is not a small business concern.

(2) *[Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.]* The offeror represents, for general statistical purposes, that it ☐ is, ☐ is not, a small disadvantaged business concern as defined in 13 CFR 124.1002.

(3) *[Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.]* The offeror represents as part of its offer that it ☐ is, ☐ is not a women-owned small business concern.

(4) *[Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.]* The offeror represents as part of its offer that it ☐ is, ☐ is not a veteran-owned small business concern.

(5) *[Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (b)(4) of this provision.]* The offeror represents as part of its offer that it is ☐ is, ☐ is not a service-disabled veteran-owned small business concern.

(6) *[Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.]* The offeror represents, as

part of its offer, that--

(i) It [ ] is, [ ] is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material change in ownership and control, principal office, or HUBZone employee percentage has occurred since it was certified by the Small Business Administration in accordance with 13 CFR part 126; and

(ii) It [ ] is, [ ] is not a joint venture that complies with the requirements of 13 CFR part 126, and the representation in paragraph (b)(6)(i) of this provision is accurate for the HUBZone small business concern or concerns that are participating in the joint venture. *[The offeror shall enter the name or names of the HUBZone small business concern or concerns that are participating in the joint venture:\_\_\_\_\_.]* Each HUBZone small business concern participating in the joint venture shall submit a separate signed copy of the HUBZone representation.

(c) *Definitions.* As used in this provision--

"Service-disabled veteran-owned small business concern"--

(1) Means a small business concern--

(i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and

(ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

"Small business concern," means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and the size standard in paragraph (a) of this provision.

"Veteran-owned small business concern" means a small business concern--

(1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one

or more veterans; and

(2) The management and daily business operations of which are controlled by one or more veterans.

"Women-owned small business concern," means a small business concern --

(1) That is at least 51 percent owned by one or more women; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and

(2) Whose management and daily business operations are controlled by one or more women.

(d) *Notice.*

(1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.

(2) Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small, HUBZone small, small disadvantaged, or women-owned small business concern in order to obtain a contract to be awarded under the preference programs established pursuant to section 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall --

(i) Be punished by imposition of fine, imprisonment, or both;

(ii) Be subject to administrative remedies, including suspension and debarment; and

(iii) Be ineligible for participation in programs conducted under the authority of the Act.

#### **K.6 SMALL DISADVANTAGED BUSINESS STATUS (FAR 52.219-22) (OCT 1999)**

(a) *General.* This provision is used to assess an offeror's small disadvantaged business status for the purpose of obtaining a benefit on this solicitation. Status as a small business and status as a small disadvantaged business for general statistical purposes is covered by the provision at FAR 52.219-1, Small Business Program Representation.

(b) *Representations.* (1) *General.* The offeror represents, as part of its offer, that it is a small business under the size standard applicable to this acquisition; and either--

[ ] (i) It has received certification by the Small Business

Administration as a small disadvantaged business concern consistent with 13 CFR 124, Subpart B; and

(A) No material change in disadvantaged ownership and control has occurred since its certification;

(B) Where the concern is owned by one or more disadvantaged individuals, the net worth of each individual upon whom the certification is based does not exceed \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); and

(C) It is identified, on the date of its representation, as a certified small disadvantaged business concern in the database maintained by the Small Business Administration (PRO-Net); or

[ ] (ii) It has submitted a completed application to the Small Business Administration or a Private Certifier to be certified as a small disadvantaged business concern in accordance with 13 CFR 124, Subpart B, and a decision on that application is pending, and that no material change in disadvantaged ownership and control has occurred since its application was submitted.

(2) [ ] *For Joint Ventures.* The offeror represents, as part of its offer, that it is a joint venture that complies with the requirements at 13 CFR 124.1002(f) and that the representation in paragraph (b)(1) of this provision is accurate for the small disadvantaged business concern that is participating in the joint venture. *[The offeror shall enter the name of the small disadvantaged business concern that is participating in the joint venture: \_\_\_\_\_.]*

(c) *Penalties and Remedies.* Anyone who misrepresents any aspects of the disadvantaged status of a concern for the purposes of securing a contract or subcontract shall:

(1) Be punished by imposition of a fine, imprisonment, or both;

(2) Be subject to administrative remedies, including suspension and debarment; and

(3) Be ineligible for participation in programs conducted under the authority of the Small Business Act.

**K.7 PROHIBITION OF SEGREGATED FACILITIES (FAR 52.222-21) (FEB 1999)**

(a) "Segregated facilities," as used in this clause, means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees, that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion,

sex, or national origin because of written or oral policies or employee custom. The term does not include separate or single-user rest rooms or necessary dressing or sleeping areas provided to assure privacy between the sexes.

(b) The Contractor agrees that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The Contractor agrees that a breach of this clause is a violation of the Equal Opportunity clause in this contract.

(c) The Contractor shall include this clause in every subcontract and purchase order that is subject to the Equal Opportunity clause of this contract.

**K.8 PREVIOUS CONTRACTS AND COMPLIANCE REPORTS (FAR 52.222-22) (FEB 1999)**

The offeror represents that--

(a) It [ ] has, [ ] has not participated in a previous contract or subcontract subject to the Equal Opportunity clause of this solicitation;

(b) It [ ] has, [ ] has not filed all required compliance reports; and

(c) Representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained before subcontract awards.

**K.9 AFFIRMATIVE ACTION COMPLIANCE (FAR 52.222-25) (APR 1984)**

The offeror represents that--

(a) It [ ] has developed and has on file, [ ] has not developed and does not have on file, at each establishment, affirmative action programs required by the rules and regulations of the Secretary of Labor (41 CFR 60-1 and 60-2), or  
(b) It [ ] has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

**K.10 COMPLIANCE WITH VETERANS' EMPLOYMENT REPORTING REQUIREMENTS (FAR 52.222-38) (DEC 2001)**

By submission of its offer, the offeror represents that, if it is subject to the reporting requirements of 38 U.S.C. 4212(d) (i.e., if it has any contract containing Federal Acquisition Regulation clause 52.222-37, Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans), it has submitted the most recent VETS-100 Report required by that clause.

**K.11 RECOVERED MATERIAL CERTIFICATION (FAR 52.223-4) (OCT 1997)**

As required by the Resource Conservation and Recovery Act of 1976 (42 U.S.C. 6962(c)(3)(A)(i)), the offeror certifies, by signing this offer, that the percentage of recovered material to be used in the performance of the contract will be at least the amount required by the applicable contract specifications.

**K.12 CERTIFICATION OF TOXIC CHEMICAL RELEASE REPORTING (FAR 52.223-13) (JUN 2003)**

(a) Submission of this certification is a prerequisite for making or entering into this contract imposed by Executive Order 12969, August 8, 1995.

(b) By signing this offer, the offeror certifies that--

(1) As the owner or operator of facilities that will be used in the performance of this contract that are subject to the filing and reporting requirements described in section 313 of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) (42 U.S.C. 11023) and section 6607 of the Pollution Prevention Act of 1990 (PPA) (42 U.S.C. 13106), the offeror will file and continue to file for such facilities for the life of the contract the Toxic Chemical Release Inventory Form (Form R) as described in sections 313(a) and (g) of EPCRA and section 6607 of PPA; or

(2) None of its owned or operated facilities to be used in the performance of this contract is subject to the Form R filing and reporting requirements because each such facility is exempt for at least one of the following reasons: *[Check each block that is applicable.]*

☐ (i) The facility does not manufacture, process, or otherwise use any toxic chemicals listed under section 313(c) of EPCRA, 42 U.S.C. 11023(c);

☐ (ii) The facility does not have 10 or more full-time employees as specified in section 313(b)(1)(A) of EPCRA, 42 U.S.C. 11023(b)(1)(A);

☐ (iii) The facility does not meet the reporting thresholds of toxic chemicals established under section 313(f) of EPCRA, 42 U.S.C. 11023(f) (including the alternate thresholds at 40 CFR 372.27, provided an appropriate certification form has been filed with EPA);

☐ (iv) The facility does not fall within Standard Industrial Classification Code (SIC) major groups 20 through 39 or their corresponding North American Industry Classification System (NAICS) sectors 31 through 33; or

☐ (v) The facility is not located in the United States or its outlying areas.

**K.13 REPRESENTATION OF LIMITED RIGHTS DATA AND RESTRICTED COMPUTER SOFTWARE  
(FAR 52.227-15) (MAY 1999)**

(a) This solicitation sets forth the work to be performed if a contract award results, and the Government's known delivery requirements for data (as defined in FAR 27.401). Any resulting contract may also provide the Government the option to order additional data under the Additional Data Requirements clause at 52.227-16 of the FAR, if included in the contract. Any data delivered under the resulting contract will be subject to the Rights in Data--General clause at 52.227-14 that is to be included in this contract. Under the latter clause, a Contractor may withhold from delivery data that qualify as limited rights data or restricted computer software, and deliver form, fit, and function data in lieu thereof. The latter clause also may be used with its Alternates II and/or III to obtain delivery of limited rights data or restricted computer software, marked with limited rights or restricted rights notices, as appropriate. In addition, use of Alternate V with this latter clause provides the Government the right to inspect such data at the Contractor's facility.

(b) As an aid in determining the Government's need to include Alternate II or Alternate III in the clause at 52.227-14, Rights in Data--General, the offeror shall complete paragraph (c) of this provision to either state that none of the data qualify as limited rights data or restricted computer software, or identify, to the extent feasible, which of the data qualifies as limited rights data or restricted computer software. Any identification of limited rights data or restricted computer software in the offeror's response is not determinative of the status of such data should a contract be awarded to the offeror.

(c) The offeror has reviewed the requirements for the delivery of data or software and states *[offeror check appropriate block]--*

☐ None of the data proposed for fulfilling such requirements qualifies as limited rights data or restricted computer software.

☐ Data proposed for fulfilling such requirements qualify as limited rights data or restricted computer software and are identified as follows:

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NOTE: "Limited rights data" and "Restricted computer software" are defined in the contract clause entitled "Rights in Data--General."

**K.14 COST ACCOUNTING STANDARDS NOTICES AND CERTIFICATION (FAR 52.230-1) (JUN 2000)**

Note: This notice does not apply to small businesses or foreign governments. This notice is in three parts, identified by Roman numerals I through III.

Offerors shall examine each part and provide the requested information in order to determine Cost Accounting Standards (CAS) requirements applicable to any resultant contract.

If the offeror is an educational institution, Part II does not apply unless the contemplated contract will be subject to full or modified CAS coverage pursuant to 48 CFR 9903.201-2(c)(5) or 9903.201-2(c)(6), respectively.

#### I. DISCLOSURE STATEMENT -- COST ACCOUNTING PRACTICES AND CERTIFICATION

(a) Any contract in excess of \$500,000 resulting from this solicitation will be subject to the requirements of the Cost Accounting Standards Board (48 CFR Chapter 99), except for those contracts which are exempt as specified in 48 CFR 9903.201-1.

(b) Any offeror submitting a proposal which, if accepted, will result in a contract subject to the requirements of 48 CFR Chapter 99 must, as a condition of contracting, submit a Disclosure Statement as required by 48 CFR 9903.202. When required, the Disclosure Statement must be submitted as a part of the offeror's proposal under this solicitation unless the offeror has already submitted a Disclosure Statement disclosing the practices used in connection with the pricing of this proposal. If an applicable Disclosure Statement has already been submitted, the offeror may satisfy the requirement for submission by providing the information requested in paragraph (c) of Part I of this provision.

CAUTION: In the absence of specific regulations or agreement, a practice disclosed in a Disclosure Statement shall not, by virtue of such disclosure, be deemed to be a proper, approved, or agreed- to practice for pricing proposals or accumulating and reporting contract performance cost data.

(c) Check the appropriate box below:

☐ (1) Certificate of Concurrent Submission of Disclosure Statement.

The offeror hereby certifies that, as a part of the offer, copies of the Disclosure Statement have been submitted as follows: (i) original and one copy to the cognizant Administrative Contracting Officer (ACO) or cognizant Federal agency official authorized to act in that capacity (Federal official), as applicable, and (ii) one copy to the cognizant Federal auditor.

(Disclosure must be on Form No. CASB DS-1 or CASB DS-2, as applicable. Forms may be obtained from the cognizant ACO or Federal Official and/or from the looseleaf version of the Federal Acquisition Regulation.)



Date of Disclosure Statement: \_\_\_\_\_  
 Name and Address of Cognizant ACO or Federal Official Where Filed:

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The offeror further certifies that practices used in estimating costs in pricing this proposal are consistent with the cost accounting practices disclosed in the Disclosure Statement.

☐ (2) Certificate of Previously Submitted Disclosure Statement.

The offeror hereby certifies that Disclosure Statement was filed as follows:

Date of Disclosure Statement: \_\_\_\_\_  
 Name and Address of Cognizant ACO or Federal Official Where Filed:

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The offeror further certifies that the practices used in estimating costs in pricing this proposal are consistent with the cost accounting practices disclosed in the applicable disclosure statement.

☐ (3) Certificate of Monetary Exemption.

The offeror hereby certifies that the offeror, together with all divisions, subsidiaries, and affiliates under common control, did not receive net awards of negotiated prime contracts and subcontracts subject to CAS totaling \$50 million or more in the cost accounting period immediately preceding the period in which this proposal was submitted. The offeror further certifies that if such status changes before an award resulting from this proposal, the offeror will advise the Contracting Officer immediately.

☐ (4) Certificate of Interim Exemption.

The offeror hereby certifies that (i) the offeror first exceeded the monetary exemption for disclosure, as defined in (3) of this subsection, in the cost accounting period immediately preceding the period in which this offer was submitted and (ii) in accordance with 48 CFR 9903.202-1, the offeror is not yet required to submit a Disclosure Statement. The offeror further

certifies that if an award resulting from this proposal has not been made within 90 days after the end of that period, the offeror will immediately submit a revised certificate to the Contracting Officer, in the form specified under subparagraph (c)(1) or (c)(2) of Part I of this provision, as appropriate, to verify submission of a completed Disclosure Statement.

CAUTION: Offerors currently required to disclose because they were awarded a CAS-covered prime contract or subcontract of \$50 million or more in the current cost accounting period may not claim this exemption (4). Further, the exemption applies only in connection with proposals submitted before expiration of the 90-day period following the cost accounting period in which the monetary exemption was exceeded.

## II. COST ACCOUNTING STANDARDS -- ELIGIBILITY FOR MODIFIED CONTRACT COVERAGE

If the offeror is eligible to use the modified provisions of 48 CFR 9903.201-2(b) and elects to do so, the offeror shall indicate by checking the box below. Checking the box below shall mean that the resultant contract is subject to the Disclosure and Consistency of Cost Accounting Practices clause in lieu of the Cost Accounting Standards clause.

☐ The offeror hereby claims an exemption from the Cost Accounting Standards clause under the provisions of 48 CFR 9903.201-2(b) and certifies that the offeror is eligible for use of the Disclosure and Consistency of Cost Accounting Practices clause because during the cost accounting period immediately preceding the period in which this proposal was submitted, the offeror received less than \$50 million in awards of CAS-covered prime contracts and subcontracts. The offeror further certifies that if such status changes before an award resulting from this proposal, the offeror will advise the Contracting Officer immediately.

CAUTION: An offeror may not claim the above eligibility for modified contract coverage if this proposal is expected to result in the award of a CAS-covered contract of \$50 million or more or if, during its current cost accounting period, the offeror has been awarded a single CAS-covered prime contract or subcontract of \$50 million or more.

## III. ADDITIONAL COST ACCOUNTING STANDARDS APPLICABLE TO EXISTING CONTRACTS

The offeror shall indicate below whether award of the contemplated contract would, in accordance with subparagraph (a)(3) of the Cost Accounting Standards clause, require a change in established cost accounting practices affecting existing contracts and subcontracts.

☐ YES      ☐ NO

## K.15 BUSINESS OWNERSHIP REPRESENTATION (EPAAR 1552.204-70) (JAN 2001)

The successful awardee should check one or more of the categories below that represents its business ownership and return this information to the contracting officer within ten (10) calendar days after award. Completion of this clause by the successful awardee is voluntary.

"Ownership," as used in this clause, means: (a) At least 51 percent of the concern is owned by one or more individuals from a category listed below; or, in the case of any publicly owned business, at least 51 percent of the stock of the concern is owned by one or more such individuals; and (b) The management and daily business operations of the concern are controlled by one or more such individuals.

Ethnicity

- ☐ Hispanic or Latino.
- ☐ Not Hispanic or Latino.

Race

- ☐ American Indian, Eskimo, or Aleut.
- ☐ Asian or Pacific Islander.
- ☐ Black or African American.
- ☐ White.

**K.16 ORGANIZATIONAL CONFLICT OF INTEREST CERTIFICATION (EPAAR 1552.209-72)  
(APR 1984)**

The offeror ☐ is ☐ is not aware of any information bearing on the existence of any potential organizational conflict of interest. If the offeror is aware of information bearing on whether a potential conflict may exist, the offeror shall provide a disclosure statement describing this information.  
(See Section L of the solicitation for further information.)

**K.17 SOCIAL SECURITY NUMBERS OF CONSULTANTS AND CERTAIN SOLE PROPRIETORS AND  
PRIVACY ACT STATEMENT (EPAAR 1552.224-70) (APR 1984)**

(a) Section 6041 of Title 26 of the U.S. Code requires EPA to file Internal Revenue Service (IRS) Form 1099 with respect to individuals who receive payments from EPA under purchase orders or contracts. Section 6109 of Title 26 of the U.S. Code authorizes collection by EPA of the social security numbers of such individuals for the purpose of filing IRS Form 1099. Social security numbers obtained for this purpose will be used by EPA for the sole purpose of filing IRS Form 1099 in compliance with Section 6041 of Title 26 of the U.S. Code.

(b) If the offeror or quoter is an individual, consultant, or sole proprietor and has no Employer Identification Number, insert the offeror's or quoter's social security number on the following line.

.....

**K.18 SIGNATURE BLOCK (EP 52.299-900) (APR 1984)**

I hereby certify that the responses to the above Representations,  
Certifications and other statements are accurate and complete.

Signature:\_\_\_\_\_

Title :\_\_\_\_\_

Date :\_\_\_\_\_

**SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS****L.1 NOTICE Listing Contract Clauses Incorporated by Reference**

## NOTICE:

The following solicitation provisions and/or contract clauses pertinent to this section are hereby incorporated by reference:

## FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

NUMBER	DATE	TITLE
52.204-6	SEP 1999	DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER
52.215-1	MAY 2001	INSTRUCTIONS TO OFFERORS-COMPETITIVE ACQUISITION
52.222-24	FEB 1999	PREAWARD ON-SITE EQUAL OPPORTUNITY COMPLIANCE EVALUATION
52.222-46	FEB 1993	EVALUATION OF COMPENSATION FOR PROFESSIONAL EMPLOYEES
52.237-1	APR 1984	SITE VISIT

**L.2 FACILITIES CAPITAL COST OF MONEY (FAR 52.215-16) (JUN 2003)**

(a) Facilities capital cost of money will be an allowable cost under the contemplated contract, if the criteria for allowability in FAR 31.205-10(b) are met. One of the allowability criteria requires the prospective Contractor to propose facilities capital cost of money in its offer.

(b) If the prospective Contractor does not propose this cost, the resulting contract will include the clause Waiver of Facilities Capital Cost of Money.

**L.3 NONCONSIDERATION OF EMERGENCY RAPID RESPONSE CONTRACTORS (ERRS) FROM BEING CONSIDERED ELIGIBLE FOR AWARD**

Whereas the purpose of this contract is to provide technical and analytical support to the Agency in its development and oversight of cleanup activities and evaluation of cleanup technologies, emergency rapid response contractors (ERRS) shall be considered ineligible for award of any contract resulting from this solicitation. Subcontractors that have significant contracts with the above category of contractors may be ineligible for award. However, if such a firm believes it can avoid, mitigate, or

neutralize such a conflict of interest, it may submit a proposal and its plan to avoid, mitigate, or neutralize its actual or potential conflicts of interest. If such a firm submits its proposal, it does so at its own expense, with the express understanding that its plan could still be deemed unacceptable. The determination whether an offeror is to be considered ineligible for award will be made by the Contracting Officer on a case-by-case basis.

**L.4 REQUIREMENTS FOR COST OR PRICING DATA OR INFORMATION OTHER THAN COST OR PRICING DATA (FAR 52.215-20) (OCT 1997) ALTERNATE IV (OCT 1997)**

(a) Submission of cost or pricing data is not required.

(b) Provide information described below: Offeror's summary pages shall contain data consistent with that provided in the cost proposal. The summary pages shall be supplemented as necessary to provide thoroughness and clarity in the data presentation. See, Attachment 14 Cost Proposal Instructions.

**L.5 TYPE OF CONTRACT (FAR 52.216-1) (APR 1984)**

The Government contemplates award of a Cost-Plus-Award-Fee, Level-of-Effort Term-Form contract resulting from this solicitation.

**L.6 SERVICE OF PROTEST (FAR 52.233-2) (AUG 1996)**

(a) Protests, as defined in Section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO) shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from:

David H. Plagge

Hand-Carried Address:

U.S. Environmental Protection Agency  
Cincinnati Procurement Operations Division (C-POD)  
4411 Montgomery Road, Suite 300  
Norwood, OH 45212

Mailing Address:

U.S. Environmental Protection Agency  
Cincinnati Procurement Operations Division  
26 W. Martin Luther King Drive  
Cincinnati, OH 45268-7001

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

#### **L.7 IDENTIFICATION OF UNCOMPENSATED OVERTIME (FAR 52.237-10) (OCT 1997)**

(a) *Definitions.* As used in the provision--

*Uncompensated overtime* means the hours worked without additional compensation in excess of an average of 40 hours per week by direct charge employees who are exempt from the Fair Labor Standards Act. Compensated personal absences such as holidays, vacations, and sick leave shall be included in the normal work week for purposes of computing uncompensated overtime hours.

*Uncompensated overtime rate* is the rate that results from multiplying the hourly rate for a 40-hour work week by 40, and then dividing by the proposed hours per week. For example, 45 hours proposed on a 40-hour work week basis at \$20 per hour would be converted to an uncompensated overtime rate of \$17.78 per hour (\$20.00 x40 divided by 45=\$17.78).

(b) For any proposed hours against which an uncompensated overtime rate is applied, the offeror shall identify in its proposal the hours in excess of an average of 40 hours per week, by labor category at the same level of detail as compensated hours, and the uncompensated overtime rate per hour, whether at the prime or subcontract level. This includes uncompensated overtime hours that are in indirect cost pools for personnel whose regular hours are normally charged direct.

(c) The offeror's accounting practices used to estimate uncompensated overtime must be consistent with its cost accounting practices used to accumulate and report uncompensated overtime hours.

(d) Proposals that include unrealistically low labor rates, or that do not otherwise demonstrate cost realism, will be considered in a risk assessment and will be evaluated for award in accordance with that assessment.

(e) The offeror shall include a copy of its policy addressing uncompensated overtime with its proposal.

#### **L.8 UNCOMPENSATED OVERTIME**

In accordance with FAR 37.115-2 the use of uncompensated overtime is not encouraged for this RFP. If offerors intend to propose uncompensated overtime they shall submit their uncompensated overtime policy in writing and provide their implementation plan for utilizing uncompensated overtime for the on-site personnel. This plan shall discuss in detail how uncompensated overtime will be utilized under this contract, how the level of uncompensated overtime proposed will be achieved, and which personnel will utilize uncompensated

overtime. Also, offerors must submit documentation of the total time payroll system required for uncompensated overtime. In addition, please see the clause in Section H, entitled, "Advanced Understanding - Uncompensated Time" and the Section L clause, entitled "Identification of Uncompensated Overtime" for additional requirements for the use of uncompensated overtime.

**L.9 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FAR 52.252-1) (FEB 1998)**

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

<http://www.arnet.gov/far/>

<http://www.epa.gov/oam/ptod/epaar.pdf>

**L.10 AUTHORIZED DEVIATIONS IN PROVISIONS (FAR 52.252-5) (APR 1984)**

(a) The use in this solicitation of any Federal Acquisition Regulation (48 CFR Chapter 1) provision with an authorized deviation is indicated by the addition of "DEVIATION" after the date of the provision.

(b) The use in this solicitation of any Environmental Protection Agency (48 CFR Chapter 15) provision with an authorized deviation is indicated by the addition of "DEVIATION" after the name of the regulation.

**L.11 ORGANIZATIONAL CONFLICT OF INTEREST NOTIFICATION (EPAAR 1552.209-70) (APR 1984)**

(a) The prospective Contractor certifies, to the best of its knowledge and belief, that it is not aware of any information bearing on the existence of any potential organizational conflict of interest. If the prospective Contractor cannot so certify, it shall provide a disclosure statement in its proposal which describes all relevant information concerning any past, present, or planned interests bearing on whether it (including its chief executives and directors, or any proposed consultant or subcontractor) may have a potential organizational conflict of interest.

(b) Prospective Contractors should refer to FAR Subpart 9.5 and EPAAR Part 1509 for policies and procedures for avoiding,



neutralizing, or mitigating organizational conflicts of interest.

(c) If the Contracting Officer determines that a potential conflict exists, the prospective Contractor shall not receive an award unless the conflict can be avoided or otherwise resolved through the inclusion of a special contract clause or other appropriate means. The terms of any special clause are subject to negotiation.

**L.12 USE OF DOUBLE-SIDED COPYING IN SUBMISSION OF PROPOSALS (EP 52.210-155)  
(JUL 1990)**

(a) For the purpose of this clause, "double sided copying" means copying two one-sided originals on to the front and back side of one sheet of paper.

(b) Unless otherwise directed by the Contracting Officer, offerors shall use double-sided copying to reproduce all bids or proposals in response to this solicitation.

**L.13 PROPOSED CONTRACT START DATE--LEVEL OF EFFORT CONTRACT (EP 52.212-180)  
(AUG 1984)**

For proposal preparation purposes, offerors may assume a contract start date of 6/1/04 and that the required effort will be uniformly incurred throughout each contract period.

**L.14 PAST PERFORMANCE INFORMATION (EPAAR 1552.215-75) (OCT 2000)**

(a) Offerors shall submit the information requested below as part of their proposal for both the offeror and any proposed subcontractors for subcontracts expected to exceed \$5 million. The information may be submitted prior to other parts of the proposal in order to assist the Government in reducing the evaluation period.

(b) Offerors shall submit a list of all or at least 5 contracts and subcontracts completed in the last 3 years, and all contracts and subcontracts currently in process, which are similar in nature to this requirement.

(1) The contracts and subcontracts listed may include those entered into with Federal, State and local governments, and commercial businesses, which are of similar scope, magnitude, relevance, and complexity to the requirement which is described in the RFP. Include the following information for each contract and subcontract listed:

- (a) Name of contracting activity.
- (b) Contract number.
- (c) Contract title.
- (d) Contract type.
- (e) Brief description of contract or subcontract and relevance to

this requirement.

- (f) Total contract value.
- (g) Period of performance.
- (h) Contracting officer, telephone number, and E-mail address (if available).
- (i) Program manager/project officer, telephone number, and E-mail address (if available).
- (j) Administrative Contracting officer, if different from (h)above, telephone number, and E-mail address (if available).
- (k) List of subcontractors (if applicable).
- (l) Compliance with subcontracting plan goals for small disadvantaged business concerns, monetary targets for small disadvantaged business participation, and the notifications submitted under FAR 19.1202-4 (b), if applicable.

(c) Offerors should not provide general information on their performance on the identified contracts and subcontracts. General performance information will be obtained from the references.

(1) Offerors may provide information on problems encountered and corrective actions taken on the identified contracts and subcontracts.

(2) References that may be contacted by the Government include the contracting officer, program manager/project officer, or the administrative contracting officer identified above.

(3) If no response is received from a reference, the Government will make an attempt to contact another reference identified by the offeror, to contact a reference not identified by the offeror, or to complete the evaluation with those references who responded. The Government shall consider the information provided by the references, and may also consider information obtained from other sources, when evaluating an offeror's past performance.

(4) Attempts to obtain responses from references will generally not go beyond two telephonic messages and/or written requests from the Government, unless otherwise stated in the solicitation. The Government is not obligated to contact all of the references identified by the offeror.

(d) If negative feedback is received from an offeror's reference, the Government will compare the negative response to the responses from the offeror's other references to note differences. A score will be assigned appropriately to the offeror based on the information. The offeror will be given the opportunity to address adverse past performance information obtained from references on which the offeror has not had a previous opportunity to comment, if that information makes a difference in the Government's decision to include the offeror in or exclude the offeror from the competitive range. Any past performance deficiency or significant weakness will be discussed with offerors in the competitive range during discussions.

(e) Offerors must send Client Authorization Letters (see Section J of the solicitation) to each reference listed in their proposal to assist in the timely processing of the past performance evaluation. Offerors are encouraged to consolidate requests whenever possible (i.e., if the same reference has several contracts, send that reference a single notice citing all applicable contracts). Offerors may send Client Authorization Letters electronically to references with copies forwarded to the contracting officer.

(1) If an offeror has no relevant past performance history, an offeror must affirmatively state that it possesses no relevant past performance history.

(2) Client Authorization Letters should be mailed or E-mailed to individual references no later than five (5) working days after proposal submission. The offeror should forward a copy of the Client Authorization Letter to the contracting officer simultaneously with mailing to references.

(f) Each offeror may describe any quality awards or certifications that indicate the offeror possesses a high-quality process for developing and producing the product or service required. Such awards or certifications include, for example, the Malcolm Baldrige Quality Award, other Government quality awards, and private sector awards or certifications.

(1) Identify the segment of the company (one division or the entire company) which received the award or certification.

(2) Describe when the award or certification was bestowed. If the award or certification is over three years old, present evidence that the qualifications still apply.

(g) Past performance information will be used for both responsibility determinations and as an evaluation factor for award. The Past Performance Questionnaire identified in section J will be used to collect information on an offeror's performance under existing and prior contracts/subcontracts for products or services similar in scope, magnitude, relevance, and complexity to this requirement in order to evaluate offerors consistent with the past performance evaluation factor set forth in section M. References other than those identified by the offeror may be contacted by the Government and used in the evaluation of the offeror's past performance.

(h) Any information collected concerning an offeror's past performance will be maintained in the official contract file.

(i) In accordance with FAR 15.305 (a) (2) (iv), offerors with no relevant past performance history, or for whom information on past performance is not available, will be evaluated neither favorably nor unfavorably on past performance.

#### **L.15 PREPROPOSAL CONFERENCE (EP 52.215-100) (APR 1984)**

EPA will conduct a preproposal conference at 10AM on Wednesday October 22nd at:

U.S. EPA  
2890 Woodbridge Avenue  
Edison, New Jersey 08837-3679

Offerors planning to attend the conference should provide written notification to the contract specialist at least three (3) calendar days prior to the conference date.

Written notification of attendance and all inquiries should be directed to the Contract Specialist, Matthew J. Growney, at:

Environmental Protection Agency  
Cincinnati Procurement Operations Division  
Attn: Matthew J. Growney  
26 West Martin Luther King Drive  
Cincinnati, Ohio 45268

Fax 513-487-2107  
Phone 513-487-2029

**L.16 TECHNICAL QUESTIONS (EP 52.215-110) (APR 1984)**

Offerors must submit all technical questions concerning this solicitation in writing to the contract specialist whose name and phone number are listed on the cover page of this solicitation. EPA must receive the questions no later than 14 calendar days after the date identified in block 5 of this solicitation or 5 days after the date of the pre-proposal conference whichever is later. EPA will answer questions which may affect offers in an amendment to the solicitation. EPA will not reference the source of the questions.

**L.17 RELEASE OF COST OR PRICING PROPOSALS OUTSIDE THE GOVERNMENT FOR AUDIT (EP 52.215-115) (MAR 1989)**

Cost or pricing proposals submitted in response to this solicitation may be released outside the Government for audit purposes regardless of whether information contained in such proposals has been claimed or determined to be business confidential. If an outside audit is obtained, the non-Government auditor shall use the information only for audit purposes; shall not disclose any information in the proposals to anyone other than authorized EPA employees without the prior written approval of the Assistant General Counsel responsible for information law matters; and shall return all copies of proposals, as well as any abstracts, to the Government upon completion of the audit. The non-Government auditor shall obtain a written agreement from each of its employees with access to the proposals to honor these limitations prior

to allowing the employee access.

**L.18 BASE FEE AND AWARD FEE PROPOSAL (EP 52.215-140) (DEC 1990)**

For the purpose of this solicitation, offerors shall propose a combination of base fee and award fee within the maximum fee limitation of 10% as stated in FAR 15.903(d). However, The award fee shall not be less than 5% of the total estimated cost. Offerors are free to propose any base fee as long as the combined percentage of base and award fee does not exceed 10% of the total estimated cost, excluding fee.

**L.19 PROCEDURES FOR PARTICIPATION IN THE EPA MENTOR-PROTEGE PROGRAM (EPAAR 1552.219-71) (OCT 2000)**

(a) This provision sets forth the procedures for participation in the EPA Mentor-Protege Program (hereafter referred to as the Program). The purpose of the Program is to increase the participation of concerns owned and/or controlled by socially and economically disadvantaged individuals as subcontractors, suppliers, and ultimately as prime contractors; to establish a mutually beneficial relationship between these concerns and EPA's large business prime contractors (although small businesses may participate as Mentors); to develop the technical and corporate administrative expertise of these concerns, which will ultimately lead to greater success in competition for contract opportunities; to promote the economic stability of these concerns; and to aid in the achievement of goals for the use of these concerns in subcontracting activities under EPA contracts. If the successful offeror is accepted into the Program they shall serve as a Mentor to a Protege firm(s), providing developmental assistance in accordance with an agreement with the Protege firm(s).

(b) To participate as a Mentor, the offeror must receive approval in accordance with paragraph (h) of this section.

(c) A Protege must be a concern owned and/or controlled by socially and economically disadvantaged individuals within the meaning of section 8(a)(5) and (6) of the Small Business Act (15 U.S.C. 673(a)(5) and (6)), including historically black colleges and universities. Further, in accordance with Public Law 102-389 (the 1993 Appropriation Act), for EPA's contracting purposes, economically and socially disadvantaged individuals shall be deemed to include women.

(d) Where there may be a concern regarding the Protege firm's eligibility to participate in the program, the protege's eligibility will be determined by the contracting officer after the SBA has completed any formal determinations.

(e) The offeror shall submit an application in accordance with paragraph (k) of this section as part of its proposal which shall include as a minimum the following information.

(1) A statement and supporting documentation that the offeror is currently performing under at least one active Federal contract with an approved subcontracting plan and is eligible for the award of Federal contracts;

(2) A summary of the offeror's historical and recent activities and accomplishments under any disadvantaged subcontracting programs. The offeror is encouraged to include any initiatives or outreach information believed pertinent to approval as a Mentor firm;

(3) The total dollar amount (including the value of all option periods or quantities) of EPA contracts and subcontracts received by the offeror during its two preceding fiscal years. (Show prime contracts and subcontracts separately per year);

(4) The total dollar amount and percentage of subcontract awards made to all concerns owned and/or controlled by disadvantaged individuals under EPA contracts during its two preceding fiscal years. If recently required to submit a SF 295, provide copies of the two preceding year's reports;

(5) The number and total dollar amount of subcontract awards made to the identified Protege firm(s) during the two preceding fiscal years (if any).

(f) In addition to the information required by paragraph (e) of this section, the offeror shall submit as a part of the application the following information for each proposed Mentor-Protege relationship:

(1) Information on the offeror's ability to provide developmental assistance to the identified Protege firm and how the assistance will potentially increase contracting and subcontracting opportunities for the Protege firm.

(2) A letter of intent indicating that both the Mentor firm and the Protege firm intend to enter into a contractual relationship under which the Protege will perform as a subcontractor under the contract resulting from this solicitation and that the firms will negotiate a Mentor-Protege agreement. The letter of intent must be signed by both parties and contain the following information:

(i) The name, address and phone number of both parties;

(ii) The Protege firm's business classification, based upon the NAICS code(s) which represents the contemplated supplies or services to be provided by the Protege firm to the Mentor firm;

(iii) A statement that the Protege firm meets the eligibility criteria;

(iv) A preliminary assessment of the developmental needs of the Protege firm and the proposed developmental assistance the Mentor firm envisions providing the Protege. The offeror shall address those needs and how their assistance will enhance the Protege. The offeror shall develop a schedule to assess the needs of the Protege and establish criteria to evaluate the success in the Program;

(v) A statement that if the offeror or Protege firm is suspended or debarred while performing under an approved Mentor-Protege agreement the offeror shall promptly give notice of the suspension or debarment to the EPA Office of Small Disadvantaged Business Utilization (OSDBU) and the contracting officer. The statement shall require the Protege firm to notify the Contractor if it is suspended or debarred.

(g) The application will be evaluated on the extent to which the offeror's proposal addresses the items listed in paragraphs (e) and (f) of this section. To the maximum extent possible, the application should be limited to not more than 10 single pages, double spaced. The offeror may identify more than one Protege in its application.

(h) If the offeror is determined to be in the competitive range, or is awarded a contract without discussions, the offeror will be advised by the contracting officer whether their application is approved or rejected. The contracting officer, if necessary, may request additional information in connection with the offeror's submission of its revised or best and final offer. If the successful offeror has submitted an approved application, they shall comply with the clause titled "Mentor-Protege Program."

(i) Subcontracts of \$1,000,000 or less awarded to firms approved as Proteges under the Program are exempt from the requirements for competition set forth in FAR 44.202-2(a)(5), and 52.244-5(b). However, price reasonableness must still be determined and the requirements in FAR 44.202-2(a)(8) for cost and price analysis continue to apply.

(j) Costs incurred by the offeror in fulfilling their agreement(s) with a Protege firm(s) are not reimbursable as a direct cost under the contract. Unless EPA is the responsible audit agency under FAR 42.703-1, offerors are encouraged to enter into an advance agreement with their responsible audit agency on the treatment of such costs when determining indirect cost rates. Where EPA is the responsible audit agency, these costs will be considered in determining indirect cost rates.

(k) Submission of Application and Questions Concerning the Program. The application for the Program for Headquarters and Regional procurements shall be submitted to the contracting officer, and to the EPA OSDBU at the following address:

Socioeconomic Business Program Officer,  
Office of Small and Disadvantaged Business Utilization,

U.S. Environmental Protection Agency,  
Ariel Rios Building (1230A),  
1200 Pennsylvania Avenue, NW,  
Washington, DC 20460,  
Telephone: (202) 564-4322,  
Fax: (202) 565-2473.

The application for the Program for RTP procurements shall be submitted to the contracting officer, and to the Small Business Specialist at the following address:

Small Business Program Officer,  
RTP Procurement Operations Division (E105-02),  
U.S. Environmental Protection Agency,  
Research Triangle Park, NC 27711,  
Telephone: (919) 541-2249,  
Fax: (919) 541-5539.

The application for the Program for Cincinnati procurements shall be submitted to the contracting officer, and to the Small Business Specialist at the following address:

Small and Disadvantaged Business Utilization Officer,  
Cincinnati Procurement Operations Division (CPOD-Norwood),  
U.S. Environmental Protection Agency,  
26 West Martin Luther King Drive,  
Cincinnati, OH 45268,  
Telephone: (513) 487-2024  
Fax: (513) 487-2004.

**L.20 SMALL DISADVANTAGED BUSINESS PARTICIPATION PROGRAM (EPAAR 1552.219-72)  
(OCT 2000)**

(a) Section M of this solicitation contains a source selection factor or subfactor related to the participation of small disadvantaged business (SDB) concerns in the performance of the contract. The nature of the evaluation of an SDB offeror under this evaluation factor or subfactor is dependent upon whether the SDB concern qualifies for the price evaluation adjustment under the clause at FAR 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns and whether the SDB concern specifically waives this price evaluation adjustment.

(b) In order to be evaluated under the source selection factor or subfactor, an offeror must provide, with its offer, the following information:

(1) The extent of participation of SDB concerns in the performance of the contract in terms of the value of the total acquisition. Specifically, offerors must provide targets, expressed as dollars and percentages of the total contract value, for SDB participation in the applicable and authorized



North American Industry Classification System (NAICS) Industry Subsectors as determined by the Department of Commerce. Total dollar and percentage targets must be provided for SDB participation by the prime contractor, including team members and joint venture partners. In addition, total dollar and percentage targets for SDB participation by subcontractors must be provided and listed separately;

(2) The specific identification of SDB concerns to be involved in the performance of the contract;

(3) The extent of commitment to use SDB concerns in the performance of the contract:

(4) The complexity and variety of the work the SDB concerns are to perform; and

(5) The realism of the proposal to use SDB concerns in the performance of the contract.

(c) An SDB offeror who waives the price evaluation adjustment provided in FAR 52.219-23 shall provide, with their offer, targets, expressed as dollars and percentages of the total contract value, for the work that it intends to perform as the prime contractor in the applicable and authorized North American Industry Classification System (NAICS) Industry Subsectors as determined by the Department of Commerce. All of the offeror's identified targets described in paragraphs (b) and (c) of this clause will be incorporated into and made part of any resulting contract.

**L.21 IDENTIFICATION OF SET-ASIDE/8A PROGRAM APPLICABILITY (EP 52.219-100)  
(FEB 1991)**

This new procurement is being processed as follows:

(a) Type of set-aside: No Applicable Set-Aside

Percent of the set-aside: \_\_\_\_\_N/A \_\_\_\_\_

(b) 8(a) Program: Not Applicable

**L.22 SUBCONTRACTING PROGRAM PLAN FOR UTILIZATION OF SMALL BUSINESS AND SMALL  
DISADVANTAGED BUSINESS CONCERNS (EP 52.219-125) (AUG 1984)**

As part of the initial offer, offerors shall submit a subcontracting plan as called for by FAR 52.219-9.

**L.23 NOTICE OF FILING REQUIREMENTS FOR AGENCY PROTESTS (EPAAR 1552.233-70)  
(JUL 1999)**

Agency protests must be filed with the Contracting Officer in accordance with the requirements of FAR 33.103(d) and (e). Within 10 calendar days after receipt of an adverse Contracting Officer decision, the protester may submit a written request for an independent review by the Head of the Contracting Activity. This independent review is available only as an appeal of a Contracting Officer decision on a protest. Accordingly, as provided in 4 CFR 21.2(a)(3), any protest to the GAO must be filed within 10 days of knowledge of the initial adverse Agency action.

**L.24 NOTIFICATION OF PERSONNEL REQUIRING ACCESS TO EPA COMPUTERS (EP 52.239-102) (FEB 1986)**

Each contractor shall include as a part of its proposal a listing of those personnel who will receive access to EPA computers in the performance of the anticipated contract, together with a brief justification for such access. Offerors are directed to the provisions of the clause "Access to EPA Computers" for additional information regarding computer access.

**L.25 DISCLOSURE REQUIREMENTS FOR ORGANIZATIONAL CONFLICTS OF INTEREST (LOCAL LC-09-03) (DEC 2001)**

a) The proposed contract requires that the contractor maintain a 24-hour response capability for providing technical support to ERTC for its response efforts involving national and international releases of oil and hazardous materials and uncontrolled hazardous waste sites, as described in the Statement of Work. An offeror shall specifically disclose whether it has any business or financial relationships with emergency rapid response services (ERRS) contractors or whether it is performing any work that potentially conflicts with work under this contract for EPA or other Government agencies.

b) Provision K. ORGANIZATIONAL CONFLICT OF INTEREST CERTIFICATION (EPAAR 1552.209-72), requires the offeror to certify whether it is or is not aware of any potential organizational conflict of interest (COI). If the offeror is aware of a conflict, then Provision L. ORGANIZATIONAL CONFLICT OF INTEREST NOTIFICATION (EPAAR 1552.209-70), requires the offeror to provide a disclosure statement in its proposal describing all relevant information concerning any past, present, or planned interests bearing on whether it (including its chief executives and any directors, or any proposed consultant or subcontractors) may have a potential organizational conflict of interest. Firms responding to this solicitation are required to disclose any such business or financial relationships. The disclosure statement must address and identify any actual or potential organizational COI within the offeror's entire corporate organization, including parent company, sister companies, affiliates, and subsidiaries. In addition to identifying potential organizational COI, the disclosure statement shall describe how any such conflict can be avoided, neutralized, or mitigated. Also, the contractors COI Plan shall describe the process by which the contractor will ascertain whether any actual or potential COI exist within its own company and all identified organizational relationships. The EPA contracting officer will determine an offeror's

eligibility for award based on the information provided in the disclosure statement.

(c) The Agency has determined that firms directly engaged in or having significant business or financial relationships with emergency rapid response services (ERRS) contractors may have a significant actual or potential organizational conflict of interest in relation to the requirements of this solicitation. In addition, the Agency has determined that firms that provide consulting and/or technical services related to emergency rapid response services (ERRS) contractors may present significant actual or potential COI concerns.

(d) The purpose of requiring the information covered by Paragraph (b) above is to provide the Agency with an opportunity to assess its vulnerabilities relative to organizational COI with respect to individual offerors prior to award. The Agency recognizes that there exists a need for firms to gain the requisite experience necessary to fulfill the requirements of the proposed contract and that such experience is often gained through provision of consulting or related technical services to emergency rapid response services (ERRS) contractors. Accordingly, the fact that a firm has worked, is working, or plans to work for emergency rapid response services (ERRS) contractors, will not necessarily disqualify the firm from consideration for award on the basis of significant or potential COI. There is no precise formula for determining whether a firm's business or financial relationships or its past, present, or future efforts involving providing technical support to ERRS contractors would result in a determination by the contracting officer that award to a particular offeror would not be in the best interest of the Government due to organizational COI concerns. Each offeror will be evaluated individually on the basis of the information disclosed pursuant to the requirements of this provision and upon the adequacy of the offeror's plan for avoiding, neutralizing, or mitigating such conflicts. In summary, the Agency is seeking a technically qualified firm which can demonstrate that its activities and relationships will not impact its ability to provide unbiased work products to the Agency under the proposed contract.

#### **L.26 CONFLICT OF INTEREST PLAN (LOCAL LC-09-04) (DEC 2001)**

As part of the initial offer, offerors should submit an Organizational Conflict of Interest (COI) Plan which outlines the procedures in place to identify and report conflicts of interest, whether actual or potential, throughout the period of contract performance. The plan shall address step-by-step the checks and balances in place to detect potential or actual conflict of interests, organizationally and with personnel, that could result from activities covered by the Statement of Work. The COI plan shall be incorporated into any resulting contract.

The COI plan shall be evaluated in accordance with the provision in Section M entitled, "EVALUATION OF CONFLICT OF INTEREST PLAN".

The Agency's minimum standards for Organizational Conflict of Interest Plans is included as Attachment 9.

**L.27 INSTRUCTIONS FOR PROPOSALS (LOCAL LC-15-21) (JAN 2003)**

a) Technical proposal instructions.

(1) Submit your technical proposal as a separate part of the total proposal package. Omit all cost or pricing details from the technical proposal.

(2) Special technical proposal instructions:

See attachment 16 entitled "Technical Proposal Instructions"

(b) Cost or pricing proposal instructions.

See attachment 14 entitled "Cost Proposal Instructions"

(1) General - Submit cost or pricing information prepared in accordance with Attachment 14 and the following:

(i) Clearly identify separate cost or pricing information associated with any:

(A) Options to extend the term of the contract;

(B) Options for the Government to order incremental quantities;

and/or

(C) Major tasks, if required by the special instructions.

(ii) If the contract schedule includes a "Fixed Rates for Services" clause, please provide in your cost proposal a schedule duplicating the format in the clause and include your proposed fixed hourly rates per labor category for the base and any optional contract periods.

(iii) Submit current financial statements, including a Balance Sheet, Statement of Income (Loss), and Cash Flow for the last two completed fiscal years. Specify resources available to perform the contract without assistance from any outside source. If sufficient resources are not available, indicate in your proposal the amount required and the anticipated source (i.e., bank loans, letter or lines of credit, etc.).

(2) Direct Labor.

(i) Attach support schedules for each proposed labor category,

indicating both proposed hours and rates. All management and support (such as clerical, corporate and day-to-day management) hours and costs proposed to be a direct charge, in accordance with your normal accounting treatment, are to be shown separately from that for the technical effort.

(ii) Explain the basis of the proposed labor rates, including a complete justification for all judgmental factors used to develop weights applied to your company's category or individual rates that comprise the rates for labor categories specified in the solicitation. This explanation should describe how your technical approach coincides with the proposed costs.

(iii) Describe for each labor category proposed your company's qualifications and experience requirements. If individual rates are used, provide the employee's name. If specific individuals are identified in the technical proposal, correlate these individuals with the labor categories specified in the solicitation.

(iv) Provide a matrix summarizing the effort proposed, including the subcontracts, by professional and technical level specified in the solicitation.

(v) Indicate whether current rates or escalated rates are used. If escalation is included, state the degree (Percent) and methodology. The methodology shall include the effective date of the base rates and the policy on salary reviews (e.g. anniversary date of employee or salary reviews for all employees on a specific date).

(vi) State whether any additional direct labor (new hires) will be required during the performance period of this acquisition. If so, state the number required.

(vii) With respect to educational institutions, include the following information for those professional staff members whose salary is expected to be covered by a stipulated salary support agreement pursuant to OMB Circular A-21.

(A) Individual's name;

(B) Annual salary and the period for which the salary is applicable;

(C) List of other research Projects or proposals for which salaries are allocated, and the proportionate time charged to each; and

(D) Other duties, such as teaching assignments, administrative assignments, and other institutional activities. Show the proportionate time charged to each. (Show proportionate time charges as a percentage of 100% of time for the entire academic year, exclusive of vacation or sabbatical leave.)

(3) Indirect costs (overhead, general, and administrative expenses).

(i) If your rates have been recently approved, include a copy of the rate agreement.

(ii) Submit supporting documentation for rates which have not been approved or audited.

(4) Travel expense.

(i) If the solicitation specifies the amount of travel costs, this amount is exclusive of any applicable indirect costs and fee.

(ii) Attach a schedule illustrating how travel was computed. Include a breakdown indicating number of trips, number of travelers, destination, purpose and cost.

(5) Subcontracts. Identify the subcontractors. State the amount of service estimated to be required and the quoted daily or hourly rate.

(6) Equipment, facilities and special equipment, including tooling.

(i) If direct charges for use of existing contractor equipment are proposed, provide a description of these items.

(ii) If equipment purchases are proposed, provide a description of these items, and a justification as to why the Government should furnish the equipment or allow its purchase with contract funds. (Unless specified elsewhere in this solicitation, FAR 45.302-1 requires contractors to furnish all facilities in performance of contracts with certain limited exceptions.)

(iii) Identify Government-owned property in the possession of the offeror or proposed to be used in the performance of the contract, and the Government agency which has cognizance over the property.

(iv) Submit proposed rates or use charges for equipment, along with documentation to support those rates.

(7) Other Direct Costs (ODC).

(i) Attach a schedule detailing how other direct costs were computed. Identify the major ODC items that under your accounting system would be a direct charge on any resulting contract.

(ii) If the solicitation specifies the amount of other direct costs, this amount is exclusive of any applicable indirect cost and fee.

(iii) If any of the cost elements identified as part of the specified other direct costs are recovered as an indirect cost, in accordance with the

offeror's accounting system, those costs should not be included as a direct cost. Complete explanation of this adjustment and the contractor's practice should be provided.

(iv) Provide dollars per LOE hour on similar contracts or work assignments.

(8) Supplies (If Applicable)

(i) Provide unit pricing by contract line item for:

- (A) Each line item,
- (B) Delivery,
- (C) Installation,
- (D) Sets of operating manuals,
- (E) Training,
- (F) Warranty,
- (G) Maintenance, and
- (H) Volume discounts.

**L.28 EPA'S GOALS FOR SUBCONTRACTING WITH SMALL BUSINESSES (LOCAL LC-19-06)  
(DEC 2001) DEVIATION**

In accordance with FAR 52.219-9, Alternate II, the Contracting Officer is requesting all Large Businesses which submit an offer under a negotiated Request for Proposal (RFP) that is expected to result in a contract which will exceed \$500,000 (\$1,000,000 for construction) and have subcontracting possibilities provide a subcontracting plan with their initial proposal. In accordance with FAR 52.219-9, Alternate I, when Bids are solicited under a Sealed Bid procedure, the Contracting Officer will only request a subcontracting plan from a Large Business when they are the apparent low bidder after bids have been opened and evaluated. However, in order to expedite the award process, all Large Business bidders submitting a bid under a Sealed Bid are encouraged to submit their subcontracting plan with their initial bid.

In reviewing offerors' (or apparent low bidder's) subcontracting plans submitted in accordance with the provision entitled, "Utilization of Small Business Concerns," (FAR 52.219-8) and "Small Business Subcontracting Plan," (FAR 52.219-9) EPA will use its own goals as negotiated with SBA as an Agency guideline. EPA's Socio-Economic subcontracting goal currently totals 50.0% of available subcontract dollars. These goals currently breakout as follows:

	Percent of Subcontract <u>Dollars Awarded</u>
Awards to Small Businesses	50.0%
Awards to Small Disadvantaged Businesses	20.0%
Awards to Women-Owned Businesses	7.5%
Awards to HUB Zone Businesses	3.0%
Awards to Service Disabled Veteran	3.0%

These goals are not intended to be mandatory; however, offerors (or apparent low bidder) are encouraged to keep these goals in mind when developing their subcontracting plan. Please note that goals must be proposed as a percentage of total dollars being subcontracted.

A sample subcontracting plan format can be found on the Internet at [http://www.epa.gov/oam/cinn\\_cmd/](http://www.epa.gov/oam/cinn_cmd/) under the heading "Forms" and is titled "Small Business, Small Disadvantaged Business, Veteran-Owned Small Business, Woman-Owned Small Business and HUBZone Small Business Model Subcontracting Plan Outline." This sample is available as a guide to assist offerors in preparation of subcontracting plans and is not designated as mandatory.

**L.29 INSTRUCTIONS FOR THE PREPARATION OF A QUALITY MANAGEMENT PLAN (LOCAL LC-46-22) (FEB 2003)**

Each offeror, as a separate and identifiable part of its technical proposal, shall submit a Quality Management Plan (QMP) setting forth the offeror's capability for quality assurance. The plan shall address the following:

(a) A statement of policy concerning the organization's commitment to implement a Quality Control/Quality Assurance program to assure generation of measurement data of adequate quality to meet the requirements of the Statement of Work.

(b) An organizational chart showing the position of a QA function or person within the organization. It is highly desirable that the QA function or person be independent of the functional groups which generate measurement data.

(c) A delineation of the authority and responsibilities of the QA function or person and the related data quality responsibilities of other functional groups of the organization.

(d) The type and degree of experience in developing and applying Quality Control/Quality Assurance procedures to the proposed sampling and measurement methods needed for performance of the Statement of Work.

(e) The background and experience of the proposed personnel relevant to accomplish the QA specifications in the Statement of Work.



(f) The offeror's general approach for accomplishing the QA specifications in the Statement of Work.

Additional information on EPA requirements for the Quality Management Plan can be accessed at the following: <http://www.epa.gov/quality1/qs-docs/r2-final.pdf>

**SECTION M - EVALUATION FACTORS FOR AWARD**

**M.1 EPA SOURCE EVALUATION AND SELECTION PROCEDURES--NEGOTIATED PROCUREMENTS  
(EPAAR 1552.215-70) (AUG 1999)**

(a) The Government will perform source selection in accordance with FAR Part 15 and the EPA Source Evaluation and Selection Procedures in EPAAR Part 1515 (48 CFR Part 1515). The significant features of this procedure are:

- (1) The Government will perform either cost analysis or price analysis of the offeror's cost/business proposal in accordance with FAR Parts 15 and 31, as appropriate. In addition, the Government will also evaluate proposals to determine contract cost or price realism. Cost or price realism relates to an offeror's demonstrating that the proposed cost or price provides an adequate reflection of the offeror's understanding of the requirements of this solicitation, i.e., that the cost or price is not unrealistically low or unreasonably high.
- (2) The Government will evaluate technical proposals as specified in 1552.215-71, Evaluation Factors for Award.

(b) In addition to evaluation of the previously discussed elements, the Government will consider in any award decision the responsibility factors set forth in FAR Part 9.

**M.2 EVALUATION FACTORS FOR AWARD (EPAAR 1552.215-71) (AUG 1999)**

(a) The Government will make award to the responsible offeror(s) whose offer conforms to the solicitation and is most advantageous to the Government cost or other factors considered. For this solicitation, all evaluation factors other than cost or price when combined are significantly more important than cost or price.

(b) Evaluation factors and significant subfactors to determine quality of product or service:

See Attachment 3.

**M.3 EVALUATION OF CONTRACT OPTIONS (EPAAR 1552.217-70) (APR 1984)**

For award purposes, in addition to an offeror's response to the basic requirement, the Government will evaluate its response to all options, both technical and cost. Evaluation of options will not obligate the Government to exercise the options. For this solicitation the options are as specified in Section H.

**M.4 SMALL DISADVANTAGED BUSINESS PARTICIPATION EVALUATION FACTOR (EPAAR 1552.219-74) (OCT 2000)**

Under this factor, offerors will be evaluated based on the demonstrated extent of participation of small disadvantaged business (SDB) concerns in the performance of the contract in each of the authorized and applicable North American Industry Classification System (NAICS) Industry Subsectors as determined by the Department of Commerce. As part of this evaluation, offerors will be evaluated based on:

(1) The extent to which SDB concerns are specifically identified to participate in the performance of the contract;

(2) The extent of the commitment to use SDB concerns in the performance of the contract (enforceable commitments will be weighed more heavily than nonenforceable commitments);

(3) The complexity and variety of the work the SDB concerns are to perform under the contract;

(4) The realism of the proposal to use SDB concerns in the performance of the contract; and

(5) The extent of participation of SDB concerns, at the prime contractor and subcontractor level, in the performance of the contract (in the authorized and applicable NAICS Industry Subsectors in terms of dollars and percentages of the total contract value).

**M.5 EVALUATION OF CONFLICT OF INTEREST PLAN (LOCAL LC-09-05) (DEC 2001)**

The plan described in Section L. entitled "CONFLICT OF INTEREST PLAN" will be evaluated as acceptable or not acceptable. Notwithstanding any other evaluation of the offeror's proposal, an offeror that submits a plan that is unacceptable at the time of award will not be eligible for a contract award.

**M.6 EVALUATION OF QUALITY MANAGEMENT PLAN (LOCAL LC-09-23) (FEB 2003)**

The plan described in Section L entitled Instructions for the Preparation

of a Quality Management Plan (QMP) will be determined acceptable or not acceptable. An offeror that submits a plan that ultimately is unacceptable at the time of award will not be eligible for a contract award.

ATTACHMENT 1

PERFORMANCE WORK STATEMENT

## **Performance Work Statement**

### **Response Engineering and Analytical Contract (REAC)**

#### **I. BACKGROUND**

The Response, Engineering, and Analytical Contract (REAC) functions in support of the USEPA's Environmental Response Team Center (ERTC) located in Edison, NJ., Cincinnati, OH., and Las Vegas, NV. REAC utilizes government-owned equipment and facilities in Edison and Las Vegas to provide technical support to the ERTC in conducting Agency missions under the authority of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), Superfund Amendments and Reauthorization Act (SARA), Oil Pollution Act (OPA), Resource Conservation and Recovery Act (RCRA), Toxic Substances Control Act (TSCA), Clean Water Act (CWA), Clean Air Act (CAA), National Contingency Plan (NCP), Presidential Decision Directives (PDD) 39, 62, and 63, as well as the Federal Response Plan (FRP), Concept of Operations Plan (CONPLAN), Robert T. Stafford Natural Disaster Act and other legislative acts. ERTC services are provided in support of the Office of Solid Waste and Emergency Response (OSWER), EPA Regional On-Scene Coordinators (OSCs), Remedial Project Managers (RPMs), and other Agency groups. Technical support shall include on site work at Edison, New Jersey; and Las Vegas, Nevada; as well as site specific work throughout the United States of America, and at various international sites as specified by the individual work assignment.

The contractor shall provide technical, analytical, and information technology support to ERTC in its development and oversight of clean up activities and evaluation of specific sites identified in individual work assignments. The technical and analytical support being provided could affect EPA policy relative to similar clean-up activities at other sites. The contractor shall provide technical support to ERTC by maintaining 24-hour response capability for national and international releases of oil and hazardous materials and uncontrolled hazardous waste sites. The contractor will provide technical support in case of deliberate release of weapons of mass destruction by a terrorist group/s at all types of locations and special events throughout United States. Technical services shall be provided in the following areas: analytical laboratory, biological/ecological studies, engineering/remediation studies (treatability/feasibility investigations, technology evaluations, process reviews, and plant inspections), multimedia studies (hydro geological investigations, soil gas surveys, risk assessments, field analytical surveys), health and safety activities, quality assurance programs, information technology programs and other technical support services associated with the implementation of those listed above. The contractor may be required to perform any of these technical services during Agency related preparedness and prevention efforts. This may include but will not be limited to participation in predeployments for National Security Special Events (NSSE), drills, simulations, and exercises. All work assignments under the contract will be reviewed by the Project Officer and approved by the Contracting Officer before being issued to the

contractor.

The contractor shall use FTS 2000 telephone service for both incoming and outbound domestic service. The contractor shall only use EPA provided telephone services for the conduct of official government business.

The field work and field response activities involved under the REAC contract often require off-road travel to remote sites. Therefore, it is important that the REAC contractor have access to a vehicle equivalent to the following models described. A Ford F-350 or F-450 dual rear wheeled, 6.0 liter diesel or V-10 gasoline powered four wheel drive extra cab truck, with a trailer towing package, and with a gross vehicle weight rating (GVWR) of 15,000 to 20,000 pounds (truck net weight plus load to be carried). The truck should be equipped with a utility body or pick-up bed. A Chevrolet or GMC dual rear wheeled extra cab truck (3500), equipped with a diesel or gasoline powered V-8 engine, four wheel drive, trailer towing package, with a similar GVWR. The truck should be equipped with a utility body or a pick-up bed.

A half ton or three-quarter ton Chevrolet Suburban powered by a diesel or gasoline engine, 4-wheel drive, equipped with an automatic transmission and a trailer towing package. An alternative to a Suburban is a Ford Excursion, 4-wheel drive vehicle, equipped with a diesel or gasoline powered engine with an automatic transmission and a towing package.

## **II. STATEMENT OF WORK**

All deliverables will be approved by the Project Officer and/or Work Assignment Manager (WAM). The contractor shall use the EPA's SCRIBE environmental data management system to document all environmental sampling performed under the REAC contract and deliver the resultant data files to ERTC as a project deliverable. The SCRIBE system software and training will be provided by ERTC. The contractor shall use the EPA On Scene Coordinator (OSC) web resource provided by ERTC as an information repository for all work assignment deliverables and related materials. Individual websites will be created by ERTC for each Work Assignment accepted by the contractor. The contractor shall upload all project related deliverables and other relevant materials to the these WAM-specific websites. All reports shall be submitted in Adobe PDF format. Access to the EPA OSC web resource and training on use of this resource will be provide by ERTC. The contractor shall deliver all analytical data to ERTC via the EPA OSC web resource in an electronic form suitable for import into the SCRIBE environmental data management system. This requirement applies to analytical data produced by both in-house and contract laboratories. Technical requirements for importing data into the SCRIBE system will be provided by ERTC.

In addition, all deliverables should be provided in electronic format. Text-based reports should be in Adobe Acrobat PDF format. Data should be provided in Access data tables, Excel spreadsheets, or delimited text files. Images should be provided as .JPG files. Other standard formats may be identified as necessary.

## **A. TECHNICAL SERVICES FUNCTION**

The contractor shall provide technical support in the following areas:

### **1. Technical Media**

- a. Prepare technical bulletins, reports, and presentation materials with information provided by the EPA Project Officer.
- b. Edit technical bulletins, technical reports and other technical documents (i.e., technical papers and site related deliverables) provided by the Project Officer.
- c. Provide photo-documentation of field operations including multi-format location and studio photography, processing, and the production of prints, slides, copy negatives, and enlargements.
- d. Provide video documentation of field operations including multi-format location and studio videography, concept and story board development, script preparation, editing, post-production work, and duplication of completed products.

### **2. Support Services**

- a. Perform technical data management to support field activities, access technical information, and perform technical data management tasks.
- b. Provide statistical analysis in support of field projects, reports, and technical assessments.
- c. Provide technical drafting support in association with preparation of field site plans, related technical and engineering computer aided design drawings/mappings and geographical information system compilation utilizing both EPA standard software such as ARCInfo/ARCView and task developed software.

### **3. Environmental Response Center**



The contractor shall maintain the Environmental Response Center (ERC) technical reference library. This Response Center supports the ERTC in dissemination of information to the response community including EPA, other federal agencies, state, local government, and private organizations. To perform this function, the contractor shall:

- a. Collect, organize, and distribute technical material in the form of reports, photos, slides, videotapes, audiotapes, microfiche, and other data storage formats.
- b. Perform technical literature searches.
- c. Arrange and implement inter-library loans.
- d. Provide access to contractor on-line public information resources (i.e, environmental data bases).
- e. Operate ERC multi-media presentation equipment. This includes slide projectors, video camera recorders, satellite downlinks and other media presentation equipment.
- f. Local Access Network (LAN) Support- maintain and operate an internal multi- node LAN for contractor use only in support of the internal operations of the REAC contract. The purpose of this is to provide an internal communication network for the REAC contract for technical data between the on-site and field personnel.

## **B. OPERATIONS FUNCTION**

The contractor shall provide technical support in biology, engineering/remediation, geology, and health physics as follows:

### **1. Biology**

- a. Develop and/or implement technical options for conducting and evaluating state-of-the-art assessments of risk and/or impact to the environment relative to the ERTC approved Data Quality Objectives.
- b. In accordance with ERTC procedures and EPA guidance, investigate and develop options for the application of new or innovative techniques for assessing impacts and estimating qualitative and quantitative risks to the environment.
- c. In accordance with ERTC- approved criteria, evaluate sites and areas to be

investigated based on terrestrial and aquatic habitats and delineations of specific areas of interest including wetlands.

- d. Conduct multimedia sampling for contaminant analyses, including tissue residue analyses, in support of the evaluation of bioavailability of contaminants and risk assessments.
- e. Develop technical options for conducting and evaluating state-of-the-art assessments of environmental fate and transport related to and including the bioavailability of contaminants.
- f. Provide state-of-the-art sampling and data interpretation of ecosystem health inclusive of terrestrial plant systems, soil ecosystems (macroinvertebrates and microorganisms), soil microbial systems, and aquatic ecosystems.
- g. Implement the presentation of risk related information in multiple formats including GIS based data presentation.
- h. The Contractor shall use EPA's Ecological Risk Assessment for Superfund: Process for designing and conducting ecological risk assessments. This document may be found at the following site: <http://www.epa.gov/superfund/program/risk/ecorisk/intro.pdf>
- i. Collect appropriate field information and data, related to the measurement endpoints.
- j. The Contractor shall use the latest version of the Risk Assessment Guidance for Superfund, (RAGS) Volume 1- Human Health Manual (Part D, Standardized planning reporting, and review of Superfund risk assessment), in conducting the risk assessment. This document may be found at the following site:  
<http://www.epa.gov/superfund/programs/risk/ragsd/tara.htm>
- k. The contractor shall develop a site conceptual model as a first step in the human health risk assessment.
- l. Conduct residue analysis on indicator species for use in food chain models related to either human health or ecological risk assessments.
- m. Risk assessments shall address:  
Hazard Identification  
Dose Response Assessment

Preparation of Conceptual Exposure/Pathway Analysis  
Characterization of Potential Receptors  
Exposure Assessment  
Risk Characterization  
Identification of Limitations and Uncertainties  
Final Site Conceptual Model

## **2. Engineering/Remediation**

The contractor shall provide technical services support of EPA's evaluation and selection of cleanup technologies or techniques for the remediation of Superfund sites, as follows:

- a. Perform environmental and risk assessments relating to treatment at hazardous waste sites, spills, and oil and hazardous waste emergencies. Assessments shall include the following areas: extent of chemical contamination, physical parameters of contaminated matrices, volume and/or mass of contamination characteristics, migration pathways, and topographical and meteorological characteristics of the site.
- b. Prepare environmental assessments including review of available historical reference information.
- c. Conduct feasibility studies and comparative evaluations of technical alternatives for remedy selection.
- d. Conduct feasibility studies, engineering evaluations, and cost/benefit analyses (EE/CA's) for site cleanup alternatives.
- e. Conduct process reviews to include equipment sizing, processing schemes, and cost estimates of selected treatment options.
- f. Provide field support in monitoring full-scale site cleanups, revegetations and restorations using native plants. Design full scale revegetation and restoration plans including: erosion, streambank stabilization, and contaminants immobilization and degradation.
- g. Recommend a plan or design for conducting ERTC-approved treatability studies for potential treatment technologies from the bench scale (laboratory phase) through the pilot scale (field phase). The studies will be applicable to soil, groundwater, sediments, and in-situ systems. The treatment technologies to be reviewed include:

- Soil Washing/Extraction      - Chemical Dehalogenation
- Soil Flushing                - Physical/Chemical Treatment
- Immobilization               - Incineration/Pyrolysis
- Dewatering                  - Carbon Adsorption
- Soil Vapor Extraction - Thermal Desorption
- Process Simulation           - Wet Air Oxidation
- Reverse Osmosis             - Volume Reduction by Size
- Phase Separation            - Separation
- Phytoremediation            - Chemical oxidation
- UV Oxidation      - Ion Exchange
- UV Ozonation
- Biological Treatment:
  - Shaker Flask Tests      Column Tests
  - Composting Studies      Fermentation Tests
  - Tray Tests                Landfarm Simulation Studies

- h. Determine performance efficiencies for treatment technologies in accordance with EPA Treatability Study Guidelines. This includes estimation of final achievable concentrations and percent removals given varying initial concentrations in air, water, soil, and mixed media.
- i. Conduct engineering studies for containment, cleanup, and disposal actions during emergency response activities and at hazardous waste sites. Perform emergency response and maintain continuous emergency response capabilities.
- j. Recommend and review short- and long-term response plans related to emergency episodes, hazardous waste sites, and oil spills, which include procedures for containment and cleanup, decontamination of equipment and buildings, personnel safety, and monitoring.
- k. Conduct evaluations of oil and hazardous material process equipment and plants.
- l. Conduct evaluations of process equipment and process plants for prevention of catastrophic releases.
- m. Conduct multi-media sampling.
- n. Assess biological/chemical agent threats or the after effects of weapons of mass

destruction due to terrorist activities. This will include specific cleanup methods and/or technologies for clean up.

- o Conduct site assessment and cleanup evaluations after terrorist activities in level A, B, C, and D conditions.
- p Prepare technical papers and posters, and present technical papers approved by the EPA Project Officer related to site-related work assignments.

### **3. Geology**

The contractor shall provide technical support in the design and implementation of multi-media extent of contamination and risk assessment surveys. Surveys include rapid assessments on an emergency response basis and detailed chemical transport and fate studies at hazardous waste sites.

The ERTC-approved representative sampling programs developed and implemented by EPA define the transport and fate of hazardous chemicals in surface waters, the vadose zone (including soil gas transport), and in complex groundwater systems.

The contractor shall perform field studies to identify the presence and movement of contaminants in soil, sediments, surface water, and groundwater. Technical services shall be provided in the following areas:

- a. Utilization of geologic data bases and aerial photography to evaluate current and previous operating conditions at hazardous waste sites.
- b. Recommend designs for review and approval by the EPA and implement ERTC-approved comprehensive, multi-media sampling plans.
- c. Recommend designs for review and approval by the EPA and implement ERTC-approved hydro geological studies.
- d. Conduct multi-media sampling.
- e. Conduct site mapping and surveying.
- f. Recommend for review and approval by the EPA new sampling, analytical, and risk assessment techniques.
- g. Conduct surface geophysical surveys.

- h. Conduct borehole geophysical surveys and downhole camera studies.
- i. Conduct X-Ray fluorescence surveys.
- j. Conduct soil gas surveys.
- k. Model chemical transport of contaminants in the vadose zone and saturated zones.
- l. Conduct groundwater flow modeling.
- m. Recommend for review and approval by the EPA site specific cleanup criteria.
- n. Provide groundwater support for oil spills that are regulated under the Oil Pollution Act of 1990 (OPA). Groundwater support shall include the evaluation of appropriate recovery and treatment techniques as related to oil spill control.
- o. The contractor shall utilize geostatistics, contouring packages, geophysical software, database software, spreadsheet software, and rigging techniques to perform data interpretation of hazardous waste site data.
- q. Conduct aquatic extent of contamination survey, utilizing sonar, magnetometer, or remotely operated vehicle (ROV). Conduct sediment sampling using certified divers.

#### **4. Health Physics**

- a. Provide radiological monitoring in support of field activities.
- b. Provide environmental sample collection for radiological analyses in support of field activities.
- c. Maintain continuous (24 hours/day, 7 days/week) capability for the rapid mobilization of the appropriate equipment and personnel to conduct real-time on-site air monitoring during chemical/radiological emergencies.

### **C. SAFETY & QUALITY ASSURANCE FUNCTION**

#### **1. Health And Safety**

The contractor shall provide field response during environmental episodes. The contractor personnel

shall satisfy all OSHA requirements for field activity for work inside the exclusion zones during releases of hazardous materials and oil at uncontrolled hazardous waste sites. Services shall be provided in the following areas:

- a. Maintain records as required by 29 CFR 1910.120 for contractor employees working on uncontrolled hazardous work sites.
- b. Conduct health risk assessment related to uncontrolled hazardous waste sites and emergency response episodes.
- c. Provide necessary background information for ERTC development of Occupational Health and Safety Standard Operating Procedures in accordance with 29 CFR 1910.120 response activities.
- d. Ensure that all activities performed by the contractor meet ERTC health and safety requirements as outlined in applicable regulations and guidance documents such as 29 CFR 1910.120, EPA Standard Operating Safety Guides, U.S. EPA 1440 Series for Occupational Health and Safety, OSWER Policy, OSWER Integrated H&S Practices: For Field Personnel, and ERTC Standard Operating Procedures (SOPs). ERTC (SOPs) may be found at <http://ertresponse.com>
- e. Provide content review and recommendations, for ERTC Project Officer approval, related to terrorist events, emergency episodes, hazardous waste sites, and oil spills for site-specific health and safety plans, decontamination of equipment, personnel safety, and monitoring.
- f. Recommend designs for review by the EPA, and conduct ERTC-approved health and safety monitoring, evaluations, inspections, and plan development which are required under 29 CFR 1910.120 or other federal regulations that are applicable to the Oil Pollution Act.
- g. Prepare and implement a health and safety program for REAC personnel involved in work at uncontrolled hazardous waste sites per requirements outlined in 29 CFR 1910.120/1926. This program must meet U.S. EPA health and safety requirements specified in the EPA Standard Operating Safety Guides and Occupational Health and Safety 1440 series.
- h. Provide all individual protective equipment for contractor personnel required to conduct

REAC field activities at uncontrolled hazardous waste sites as outlined in the EPA Standard Operating Safety Guides Table 5.5 for levels A, B, C and D.

- i. Prepare technical papers and posters, and present technical papers approved by the EPA Project Officer related to site-related work assignments.

## **2. Quality Assurance/Quality Control**

- a. Develop and maintain a quality assurance program for laboratory and field activities consistent with both Agency requirements given in EPA QA/R-5 and in accordance with OSWER Directive #9360.4-01.
- b. Recommend Standard Operating Procedures for REAC laboratory and field activities in accordance with Agency QA program requirements given in EPA QA/R-5. Provide technical options and recommendations for review by the EPA to support ERTC development of QA Technical Bulletins for the Superfund Program.
- c. Recommend technical options for review by the EPA for conducting and maintaining a laboratory performance evaluation (PE) sample program for this requirement and the Superfund program, including periodic updates of PE samples sources.

## **D. ANALYTICAL LABORATORY FUNCTION**

The contractor shall provide technical support in the following areas:

- (1) Organic Analysis
- (2) Inorganic Analysis
- (3) Data Validation and Report Writing
- (4) Special Projects

Technical services in support of this requirement shall include:

- a. Operate and maintain calibration of state-of-the-art instrumentation in a twenty-four hour ready mode to analyze the soil, water, drum waste, sediments, biological tissues and air samples collected from various hazardous waste sites and chemical releases from emergencies. The contractor shall perform the various analysis using Environmental Protection Agency (EPA) approved methods (SW846, EPA 500 series, Contractor Laboratory Program [CLP] and EPA/ERTC) and National Institute of Health and Safety methods. This support is critical in order to accomplish the



requirements of the Performance Work Statement (PWS).

- b. Perform sample analyses of wastes, soil, air, biological tissues, and other media. Methodology shall include both ERTC-approved standard and nonstandard analytical procedures. Laboratory work must be performed by an AIHA- approved laboratory.
- c. The contractor shall perform organic and inorganic analyses on samples of water, soil and air at uncontrolled hazardous waste sites or spills/releases of oil or hazardous substances.
- d. Operate and maintain the REAC central laboratory, REAC mobile laboratories, and field analytical capabilities. Extract and perform analyses of hazardous chemicals in matrices, such as soil, sludge, water, drum waste, biological tissue, air sample absorbed on media (Tenax, charcoal, XAD, Puffs, and other absorbing media) using EPA-approved methods.
- e. For emergency responses, the contractor shall be required to maintain continuous (24 hours/day, 7 days/week) capability for the rapid mobilization of the appropriate equipment and personnel to:
  - 1) Conduct on-site, multi-media, organic and inorganic chemical analyses.
  - 2) Conduct on-site air monitoring and multi-media sampling.
  - 3) Conduct sampling operations under Level A (total-encapsulating protective gear) conditions.
- f. Recommend options for evaluation and improvement of analytical and monitoring methodologies for use on multi-media hazardous wastes.
- g. The contractor shall dispose of chemical waste generated by REAC laboratory and USEPA Region II laboratory operations in accordance with the Code of Federal Regulations, Title 40, Part 262 (40 CFR 262) and the New Jersey Administrative Code, Title 7, Chapter 26, Sub-chapter 7.4 (NJAC 7:26-7.4).
- h. Extract and perform analyses of dioxins/furans and other high-hazard chemicals in matrices such as soils, sludge, drum wastes, waters,

biological tissues, and air sampling media using EPA approved methods (SW 846).

- i Ensure that all information and analytical data are technically sound, statistically reliable and generated using standard EPA, EPA/ERTC or site specific methods approved by ERTC and NIOSH methods. All software/hardware obtained or developed will comply with EPA's IRM policy, including EPA Life Cycle Guidance & Information Technology Architectural Road Map and the IT resources will be maintained in compliance with EPA's Information Security Policy.
- j Prepare technical papers and posters, and present technical papers approved by the EPA Project Officer related to site-related work assignments.

#### **E Air Response Section** Las Vegas and Edison sites

- a. Operate and maintain state-of-the-art instrumentation in a constant ready state to mobilize to a site to analyze air samples collected at terrorist events, emergency responses, hazardous waste sites, and oil spills. The contractor shall perform the various analyses using U.S. EPA approved methods (TO1, 2, 14, 14A, 15, 16, and 17), OSHA, NIOSH, ASTM and U.S. EPA/ERTC TAGA Methods.
- b. For terrorist events and emergency responses, provide continuous (24 hour/day, 7days/week) capability for rapid mobilization of the appropriate equipment and personnel to:
  - 1) Conduct on-site, multimedia, organic and inorganic chemical analyses.
  - 2) Conduct on-site air monitoring and multi-media sampling.
  - 3) Conduct sampling operations under Level A, B, C, and D conditions.
- c. As part of the Site-Specific Quality Assurance Project Plans, the contractor shall submit for ERTC approval, draft site-specific air sampling and analysis plans to include, when applicable, the use of the Trace Atmospheric Gas Analyzer (TAGA) and other such mobile direct air sampling instruments, utilize ERTC SOPs to perform air sampling plans, and submit final data reports on each site.

- d. Provide air dispersion and emission rate modeling in support of ERTC assessments of air impacts of potential or ongoing chemical releases (emergency response modeling), baseline emissions from uncontrolled hazardous waste sites, air emissions associated with specific cleanup technologies, etc. The emergency response modeling capability shall be available on an on-call basis 24 hours/day, 7 days/week.
- e. Performs reviews of ERTC-identified guidance as they relate to monitoring, sampling, analyses, and modeling of terrorist events, emergency responses, hazardous waste sites, oil spills, ambient air matrices, or indoor air matrices.
- f. Recommend options for evaluation and improvement of monitoring, sampling, analyses, and modeling methodologies for terrorist events, emergency responses, hazardous waste sites, oil spills, ambient air matrices, or indoor air matrices.
- g. Conduct ERTC-approved indoor air quality studies.
- h. Provide Personal Air Monitoring and/or Air Sampling on site as per 29 CFR 1910 (i.e., 1910.120 and 1910.1000, etc.).
- i. Ensure that all information and analytical data are technically sound, statistically reliable and generated using standard EPA, EPA/ERTC, or site specific methods approved by ERTC, and NIOSH methods. All software/hardware obtained or developed will comply with EPA's IRM policy, including EPA Life Cycle Guidance and Information Technology Architectural Road Map. The IT resources will be maintained in compliance with EPA's Information Security Policy.
- j. Prepare technical papers and posters, and present technical papers approved by the EPA Project Officer related to site-related work assignments.

**F. Management Controls**

**a. Contractor Employee Conduct:**

- 1) Contract employees must go directly to their on-site Project Manager for resolution of business and personnel matters. These issues must be resolved by the contractor in accordance with the contractor's company policies. If these matters involve EPA employees, cooperators, or any other contractors, the on-site Project Manager must address those issues to the Project Officer.

- 2) Contract employees must operate through the contractor's on-site Project Manager to obtain direction needed to complete work assignments.

b. Identification of Contractor Employees:

- 1) In all official directories and listings, the name of the contractor for any contract employees will be shown.
- 2) The Contracting Officer and the Project Officer will brief the contractor concerning the requirements at the beginning of the contract and the Work Assignment Manager or the Project Officer will remind the contractor of these requirements with the issuance of any work assignment that may lead to incorrect assumptions about the identity of contractor employees.
  - a) REAC employees are required to wear identification badges that are distinctive in appearance at all times which clearly distinguish the wearer as a contractor.
  - b) During meetings, REAC employees are required to identify themselves as individuals working under a contract with EPA and to preface any comments made with a statement that the individual is an employee of the contractor.
  - c) When in the field, contractor personnel should wear clearly distinguishable protective clothing (different color, imprinted with "REAC"). This procedure ensures that contractor personnel are always distinguishable from federal employees.

ATTACHMENT 2

REPORTS OF WORK

MONTHLY PROGRESS REPORT

- (a) The Contractor shall furnish 3 copies of the combined monthly technical and financial progress report stating the progress made, including the percentage of the project completed, and a description of the work accomplished to support the cost. If the work is ordered using work assignments or delivery orders, include the estimated percentage of task completed during the reporting period for each work assignment or delivery order.
- (b) Specific discussions shall include difficulties encountered and remedial action taken during the reporting period, and anticipated activity with a schedule of deliverables for the subsequent reporting period.
- (c) The Contractor shall provide a list of outstanding actions awaiting Contracting Officer authorization, noted with the corresponding work assignment, such as subcontractor consents, overtime approvals, and work plan approvals.
- (d) The report shall specify financial status at the contract level as follows:
  - (1) For the current reporting period, display the amount claimed.
  - (2) For the cumulative period and the cumulative contract life display: the amount obligated, amount originally invoiced, amount paid, amount suspended, amount disallowed, and remaining approved amount. The remaining approved amount is defined as the total obligated amount, less the total amount originally invoiced, plus total amount disallowed.
  - (3) Labor hours.
    - (i) A list of employees, their labor categories, and the numbers of hours worked for the reporting period.
    - (ii) For the current reporting period, display the expended direct labor hours (by EPA contract labor category), and the total loaded direct labor costs.
    - (iii) For the cumulative contract period display: the negotiated and expended direct labor hours (by EPA labor category) and the total loaded direct labor costs.
    - (iv) Display the estimated direct labor hours and costs to be expended during the next reporting period.
  - (4) Display the current dollar ceilings in the contract, net amount invoiced, and remaining amounts for the following categories: Direct labor hours, total estimated cost, award fee pool (if applicable), subcontracts by individual subcontractor, travel, program management, and

Other Direct Costs (ODCs).

(5) Unbilled allowable costs. Display the total costs incurred but unbilled for the current reporting period and cumulative for the contract.

(6) Average total cost per labor hour. For the current contract period, compare the actual total cost per hour to date with the average total cost per hour of the approved workplans.

(e) The report shall specify financial status at the work assignment or delivery order level as follows:

(1) For the current period, display the amount claimed.

(2) For the cumulative period display: amount shown on workplan, or latest work assignment/delivery order amendment amount (whichever is later); amount currently claimed; amount paid; amount suspended; amount disallowed; and remaining approved amount. The remaining approved amount is defined as: the workplan amount or latest work assignment or delivery order amount (whichever is later), less total amounts originally invoiced, plus total amount disallowed.

(3) Labor hours.

(i) A list of employees, their labor categories, and the number of hours worked for the reporting period.

(ii) For the current reporting period, display the expended direct labor hours (by EPA contract labor hour category) and the total loaded direct labor hours.

(iii) For the cumulative reporting period and cumulative contract period display: the negotiated and expended direct labor hours (by EPA contract labor hour category) and the total loaded direct labor costs.

(iv) Display the estimated direct labor hours and costs to be expended during the next reporting period.

(v) Display the estimates of remaining direct labor hours and costs required to complete the work assignment or delivery order.

(4) Unbilled allowable costs. Display the total costs incurred but unbilled for the current reporting period and cumulative for the work assignment.

(5) Average total cost per labor hour. For the current contract period, compare the actual total cost per hour to date with the average total cost per hour of the approved workplans.

(6) A list of deliverables for each work assignment or delivery order during the reporting period.

- (f) This submission does not change the notification requirements of the "Limitation of Cost" or "Limitation of Funds" clauses requiring separate written notice to the Contracting Officer.
- (g) The reports shall be submitted to the following addressees on or before the 20th of each month following the first complete reporting period of the contract. See EPAAR 1552.232-70, Submission of Invoices, paragraph (e), for details on the timing of submittals. Distribute reports as follows:

<u>No. of Copies:</u>	<u>Addressee:</u>
2	Project Officer
1	Contracting Officer



ATTACHMENT 3

INVOICE PREPARATION INSTRUCTIONS

**INVOICE PREPARATION INSTRUCTIONS**  
**SF 1034**

The information which a contractor is required to submit in its Standard Form 1034 is set forth as follows:

- (1) **U.S. Department, Bureau, or establishment and location** insert the names and address of the servicing finance office unless the contract specifically provides otherwise.
- (2) **Date Voucher Prepared** - insert date on which the public voucher is prepared and submitted.
- (3) **Contract/Delivery Order Number and Date** - insert the number and date of the contract and delivery order, if applicable, under which reimbursement is claimed.
- (4) **Requisition Number and Date** - leave blank.
- (5) **Voucher Number** - insert the appropriate serial number of the voucher. A separate series of consecutive numbers, beginning with Number 1, shall be used by the contractor for each new contract. When an original voucher was submitted, but not paid in full because of suspended costs, resubmission vouchers should be submitted in a separate invoice showing the original voucher number and designated with the letter "R" as the last character of the number. If there is more than one resubmission, use the appropriate suffix (R2, R3, etc.)
- (6) **Schedule Number; Paid By; Date Invoice Received** - leave blank.
- (7) **Discount Terms** - enter terms of discount, if applicable.
- (8) **Payee's Account Number** - this space may be used by the contractor to record the account or job number(s) assigned to the contract or may be left blank.
- (9) **Payee's Name and Address** - show the name of the contractor exactly as it appears in the contract and its correct address, except when an assignment has been made by the contractor, or the right to receive payment has been restricted, as in the case of an advance account. When the right to receive payment is restricted, the type of information to be shown in this space shall be furnished by the Contracting Officer.
- (10) **Shipped From; To; Weight Government B/L Number** - insert for supply contracts.
- (11) **Date of Delivery or Service** - show the month, day and year, beginning and ending dates of incurrence of costs claimed for reimbursement.

Adjustments to costs for prior periods should identify the period applicable to their incurrence, e.g., revised provisional or final indirect cost rates, award fee, etc.

- (12) **Articles and Services** - insert the following: "For detail, see Standard Form 1035 total amount claimed transferred from Page \_\_\_\_ of Standard Form 1035." Type "COST REIMBURSABLE-PROVISIONAL PAYMENT" or "INDEFINITE QUANTITY/INDEFINITE DELIVERY-PROVISIONAL PAYMENT" on the Interim public vouchers. Type "COST REIMBURSABLE-COMPLETION VOUCHER" or "INDEFINITE QUANTITY/INDEFINITE DELIVERY-COMPLETION VOUCHER" on the Completion public voucher. Type "COST REIMBURSABLE-FINAL VOUCHER" or "INDEFINITE QUANTITY/INDEFINITE DELIVERY-FINAL VOUCHER" on the Final public voucher. Type the following certification, signed by an authorized official, on the face of the Standard Form 1034.

"I certify that all payments requested are  
for appropriate purposes and in accordance  
with the agreements set forth in the  
contract."

\_\_\_\_\_  
(Name of Official)

\_\_\_\_\_  
(Title)

- (13) **Quantity; Unit Price** - insert for supply contracts.
- (14) **Amount** - insert the amount claimed for the period indicated in (11) above.

**INVOICE PREPARATION INSTRUCTIONS**  
**SF 1035**

The information which a contractor is required to submit in its Standard Form 1035 is set forth as follows:

- (1) **U.S. Department, Bureau, or Establishment** - insert the name and address of the servicing finance office.
- (2) **Voucher Number** - insert the voucher number as shown on the Standard Form 1034.
- (3) **Schedule Number** - leave blank.
- (4) **Sheet Number** - insert the sheet number if more than one sheet is used in numerical sequence. Use as many sheets as necessary to show the information required.
- (5) **Number and Date of Order** - insert payee's name and address as in the Standard Form 1034.
- (6) **Articles or Services** - insert the contract number as in the Standard Form 1034.
- (7) **Amount** - insert the latest estimated cost, fee (fixed, base, or award, as applicable), total contract value, and amount and type of fee payable (as applicable).
- (8) **A summary of claimed current and cumulative costs and fee by major cost element.** Include the rate(s) at which indirect costs are claimed and indicate the base of each by identifying the line of costs to which each is applied. The rates invoiced should be as specified in the contract or by a rate agreement negotiated by EPA's Cost Policy and Rate Negotiation Branch.
- (9) The **fee** shall be determined in accordance with instructions appearing in the contract.

**NOTE:** Amounts claimed on vouchers must be based on records maintained by the contractor to show by major cost element the amounts claimed for reimbursement for each applicable contract. The records must be maintained based on the contractor's fiscal year and should include reconciliations of any differences between the costs incurred per books and amounts claimed for reimbursement. A memorandum record reconciling the total indirect cost(s) claimed should also be maintained.

**SUPPORTING SCHEDULES FOR COST REIMBURSEMENT CONTRACTS**

The following backup information is required as an attachment to the invoice as shown by category of cost:

**Direct Labor** - identify by contractor labor category the number of hours, hourly rate and total dollars billed for the period in the invoice.

**Indirect Cost Rates** - identify by cost center, the indirect cost rate, the period, and the cost base to which it is applied.

**Subcontracts** - by subcontractor, provide detailed supporting schedules of each element of cost as provided herein for prime contract costs.

**Other Direct Costs** - identify by item the quantities, unit prices, and total dollars billed.

**Consultants** - by consultant, detailed supporting schedules of each element of cost.

**Contractor Acquired Equipment (if authorized by the contract)** - identify by item the quantities, unit prices, and total dollars billed.

**Contractor Acquired Software (if authorized by the contract)** - identify by item the quantities, unit prices, and total dollars billed.

**Travel** - identify by trip, the number of travelers, the duration of travel, the point of origin, destination, purpose of trip, transportation by unit price, per diem rates on daily basis and total dollars billed.

The manner of breakdown, e.g., work assignment/delivery order basis with/without separate program management, contract period will be specified in the contract instructions.

NOTE: Any costs requiring advance consent by the Contracting Officer will be considered improper and will be suspended, if claimed prior to receipt of Contracting Officer consent. Include the total cost claimed for the current and cumulative-to-date periods. After the total amount claimed, provide summary dollar amounts of cumulative costs: (1) suspended as of the date of the invoice; and (2) disallowed on the contract as of the date of the invoice. The amount under (2) shall include costs originally suspended and later disallowed. Also include an explanation of the changes in cumulative costs suspended or disallowed by addressing each adjustment in terms of: voucher number, date, dollar amount, source, and reason for the adjustment. Disallowed costs should be identified in unallowable accounts in the contractor's accounting system.

# **SUPPORTING SCHEDULES FOR FIXED-RATE CONTRACTS**

The following backup information is required as an attachment to the invoice as shown by category of cost:

**Direct Labor** - identify by labor category the number of hours, fixed hourly rate, and total dollars billed for the period of the invoice.

**Subcontracts** - by subcontractor, provide detailed supporting schedules of each element of cost as provided herein for prime contract costs.

**Other Direct Costs** - identify by item the quantities, unit prices, and total dollars billed.

**Indirect Cost Rates** - identify by cost center, the indirect cost rate, the period, and the cost base to which it is applied.

**Consultants** - by consultant, detailed supporting schedules of each element of cost.

**Contractor Acquired Equipment** - identify by item the quantities, unit prices, and total dollars billed.

**Contractor Acquired Software** - identify by item the quantities, unit prices, and total dollars billed.

**Travel** - identify by trip, the number of travelers, the duration of travel, the point of origin, destination, purpose of trip, transportation by unit price, per diem rates on daily basis and total dollars billed.

The manner of breakdown, e.g., work assignment/delivery order basis with/without separate program management, contract period will be specified in the contract instructions.

NOTE: Any costs requiring advance consent by the Contracting Officer will be considered improper and will be suspended, if claimed prior to receipt of Contracting Officer consent. Include the total cost claimed for the current and cumulative-to-date periods. After the total amount claimed, provide summary dollar amounts of cumulative costs: (1) suspended as of the date of the invoice; and (2) disallowed on the contract as of the date of the invoice. The amount under (2) shall include costs originally suspended and later disallowed. Also include an explanation of the changes in cumulative costs suspended or disallowed by addressing each adjustment in terms of: voucher number, date, dollar amount, source, and reason for the adjustment. Disallowed costs should be

identified in unallowable accounts in the contractor's accounting system.

#### RESUBMISSIONS

When an original voucher was submitted, but not paid in full because of suspended costs and after receipt of a letter of removal of suspension, resubmissions of any previously claimed amounts which were suspended should be submitted in a separate invoice showing the original voucher number and designated with the letter "R" with the copy of the removal of suspension notice. The amounts should be shown under the appropriate cost category and include all appropriate supplemental schedules.

NOTE: All disallowances must be identified as such in the accounting system through journal entries.

Voucher resubmittals may also occur as a result of: (1) a new indirect cost rate agreement; or (2) adjustments to previously billed direct cost rates due to audit resolution. Such claims should be submitted in a separate invoice or request for contractor financing payment number. They should include supplemental schedules showing the previously adjusted amounts by contract period. If the resubmission is based on a new rate agreement, a copy of the agreement should be attached. Costs must be identified by delivery order or work assignment where appropriate. If the contract is Superfund-related, voucher resubmittals shall also identify the amount claimed against each Superfund site and non-site-specific activity.

#### COMPLETION VOUCHERS

Submit a completion voucher when all performance provisions of the contract are physically complete, when the final report (if required) is accepted, and when all direct costs have been incurred and booked. Indirect costs may be claimed at the provisional rates, if final rates are not yet available. Contractors must identify these vouchers by typing "Completion Voucher" next to the voucher number. For contracts separately invoiced by delivery order, provide a schedule showing total costs claimed by delivery order and in total for the contract.

In addition to the completion voucher, the contractor must submit an original and two copies of EPA Form 1900-10, Contractor's Cumulative Claim and Reconciliation showing the total cumulative costs claimed under the contract.

The information which a contractor is required to submit in its EPA Form 1900-10 is set forth as follows:

- (1) **Contractor's Name and Address** - show the name of the contractor exactly as it appears in the contract and its correct address, except when an assignment has been made by the contractor, or the right to receive payment has been restricted, as in the case of an advance account. When the right to receive payment is restricted, the type of information to be shown in this space shall be furnished by the Contracting Officer.
- (2) **Contract Number** - insert the number of the contract under which reimbursement is claimed.
- (3) First voucher number and completion voucher number.
- (4) Total amount of cost claimed for each cost element category through the completion voucher.
- (5) Total Fee awarded.
- (6) Amount of indirect costs calculated using negotiated final indirect cost rate(s) and/or provisional rate(s) as specified in the contract, if final rate(s) are not yet negotiated for any fiscal period.
- (7) Fiscal year.
- (8) Indirect cost center.
- (9) Appropriate basis for allocation.
- (10) Negotiated final indirect cost rate(s) or provisional indirect cost rate(s).
- (11) Signature.
- (12) Official title.
- (13) Date.

#### FINAL VOUCHER AND CLOSING DOCUMENTS

After completion of the final audit and all suspensions and/or audit exceptions have been resolved as to the final allowable costs and fee, including establishment of final indirect cost rate(s) for all periods the contractor shall prepare a final voucher including any adjustments to vouchered costs necessitated by the final settlement of the contract price. Contractors must identify these vouchers by typing "Final Voucher" next to the voucher number. For contracts separately invoiced by delivery order, provide a schedule showing final total costs claimed by delivery order and in total for the contract. The contractor shall also provide an original and two copies of an updated EPA Form 1900-10, Contractors Cumulative Claim and Reconciliation, showing the total negotiated, cumulative costs for the contract. Indirect costs shall be included at the final negotiated rates.



In addition to the final voucher, the contractor must submit an original and two copies of the Contractor's Release; Assignee's Release, if applicable; the Contractor's Assignment of Refunds, Rebates, Credits and other Amounts; the Assignee's Assignment of Refunds, Rebates, Credits and other Amounts, if applicable; and the Contractor's Affidavit of Waiver of Lien, when required by the contract.

2. All other terms and conditions of the contract shall remain the same.

ATTACHMENT 4

AWARD FEE PLAN

**AWARD FEE PLAN****I. FEE ALLOCATION RATIONALE AND MATRIX**

The fee pool is distributed among the evaluation periods in direct proportion to the level of effort expended during that period. The percentages indicated in the matrix represent an indication of the relative importance of each category and its relationship to the overall effort required during the contract period of performance. If no effort is expended in a category during an evaluation period, the Performance Evaluation Board will distribute the fee over the remaining categories. The fee allocation matrix is shown in Figure 1.

The Government may unilaterally change the Award Fee Plan at any time and will provide such changes in writing to the Contractor prior to the beginning of the applicable evaluation period.

**II. FEE EVALUATION CATEGORIES**

The Fee Evaluation Schedule is shown in Figure 2.

**III. PERFORMANCE EVALUATION CATEGORIES****A. Program Management**

This category includes all those generalized activities most closely associated with managing and administering the work being done and the resources expended under the contract. The Board will evaluate, for example, the Contractor's performance in maintaining effective staffing, in controlling cost growth, in submitting work plans, in the timely submission of required reports which must reflect the highest degree of quality attainable, and in taking appropriate management action to correct deficiencies when necessary. The Board will evaluate the Contractor's performance in managing its subcontractors. Program Management is a broad category, and will include other management related activities not specifically mentioned in this plan.

**B. Technical Performance and Operations**

This category includes all those activities in the performance work statement. For example the contractor will be evaluated on: 1) effectiveness in the planning, preparation and implementation of activities related to the performance work statement; 2) preparation and appropriateness of documentation related to programs and technical guidance; 3) soundness of recommendations relative to the various support functions incorporated under the performance work statement; and 4) quality of output.

**IV. PERFORMANCE EVALUATION CRITERIA**

In evaluating the performance of the Contractor, the Performance Evaluation Board will apply criteria in the categories that have traditionally been used by managers to evaluate performance in almost any context.

Performance criteria of special importance to the Board are as follows:

**1. Timeliness**

This criterion includes the ability of the Contractor to follow an established period of performance for work assigned, and for overall general reporting requirements.

**2. Responsiveness to Technical Direction and Assumption of Responsibility**

This criterion includes the Contractor's demonstrated response to the Project Officer's guidance of the technical aspects of the project and to his direction concerning the general surveillance of the work being performed. It also includes the contractor's ability to respond (requires having the necessary resources) to problems or issues identified by the Project Officer. Responsiveness to emergency situations periodically encountered is an important criterion.

**3. Cost Effectiveness**

This criterion includes the ability to meet performance objectives within projected budget.

**4. Quality Assurance**

This criterion includes the effectiveness of the quality assurance program in terms of meeting Agency QA requirements including appropriateness and quality of data for the intended use.

**5. Contract Management**

Adherence to the work assignment procedures, reporting requirements, and property management requirements of the contract. Also, the degree to which the prime Contractor successfully manages subcontractors and purchases supplies and equipment on a competitive basis.

**6. Award Fee System**

A description of EPA's Cost Plus Award Fee System, Figure 3, summarizes the procedures used by EPA in the administration of Award Fee Plans. These procedures are based upon Section 1516.404-2 of the EPA Acquisition Regulation (EPAAR).

**FIGURES**

- No. 1--Fee Allocation Matrix
- No. 2--Fee Evaluation Schedule

No. 3--Description of the CPAF Contract Administration System.

FIGURE 1

## FEE ALLOCATION MATRIX

EVALUATION CATEGORY	PERFORMANCE EVALUATION PERIODS			
	1	2	3	4, et seq
Program Management	70%	50%		30% (Fourth Period and
Technical Performance	30%	50%	70%	beyond will be the same as the Third Period)

The determination of available award fee dollars and the determination of fee will be accomplished by using the following formula in conjunction with the assessment of the contractor's performance:

Delivered LOE hours of			
<u>The Evaluation Period</u>	X	Maximum Award	X % of award = Payable
Total LOE hours		Fee in the	Fee Award
available in the		evaluation	determined fee
contract		period	

FIGURE 2  
FEE EVALUATION SCHEDULE  
FOR  
AWARD FEE PLAN

		Optimum		
		<u>No. of Days</u>	<u>Period 1</u>	<u>Period 2</u>
End of Evaluation Period	0		11/30/04	05/31/05
Coordinator Evaluation	15		12/15/04	06/15/05
PEB Evaluation	40		01/24/05	07/25/05
FDO Determination	45		03/10/05	09/08/05
Funding Modification	65		05/14/05	11/12/05
			<u>Period 3</u>	<u>Period 4</u>
End of Evaluation Period	0		11/30/05	05/31/06
Coordinator Evaluation	15		12/15/05	06/15/06
PEB Evaluation	40		01/24/06	07/25/06
FDO Determination	45		03/10/06	09/08/06
Funding Modification	65		05/14/06	11/12/06
			<u>Period 5</u>	<u>Period 6</u>
End of Evaluation Period	0		11/30/06	05/31/07
Coordinator Evaluation	15		12/15/06	06/15/07
PEB Evaluation	40		01/24/07	07/25/07
FDO Determination	45		03/10/07	09/08/07
Funding Modification	65		05/14/07	11/12/07
			<u>Period 7</u>	<u>Period 8</u>
End of Evaluation Period	0		11/30/07	05/31/08
Coordinator Evaluation	15		12/15/07	06/15/08
PEB Evaluation	40		01/24/08	07/25/08
FDO Determination	45		03/10/08	09/08/08
Funding Modification	65		05/14/08	11/12/08
			<u>Period 9</u>	<u>Period 10</u>
End of Evaluation Period	0		11/30/08	05/31/09
Coordinator Evaluation	15		12/15/08	06/15/09
PEB Evaluation	40		01/24/09	07/25/09
FDO Determination	45		03/10/09	09/08/09

Funding Modification	65	05/14/09	11/12/09
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## FIGURE 3

DESCRIPTION OF THE COST  
PLUS AWARD FEE (CPAF)  
CONTRACT ADMINISTRATION SYSTEM

COST PLUS AWARD FEE (CPAF) CONTRACT ADMINISTRATION SYSTEM

This procedure applies to the evaluation of Contractor performance and subsequent determination of fee under Cost Plus Award Fee (CPAF) contracts. The evaluation system consists of reporting, coordinating, and evaluating individual performance events, PE's, which are examples of Contractor performance. The term "performance event" means a discrete happening indicative of performance. The fee awarded for all CPAF contracts is based upon subjective evaluations of these individually reported events and/or summary statements of performance derived from such events. Since the composite of these events is intended to reflect Contractor performance, it is important that a sufficient number of PE's be evaluated to reasonably support the amount of fee determined.

COST PLUS AWARD FEE (CPAF) CONTRACT ADMINISTRATION

1. PURPOSE

This procedure establishes a standard for maintaining a consistent posture toward Contractors by administering CPAF contracts and evaluating Contractor performance in a reasonably uniform manner. It is in accordance with current policies.

2. DEFINITIONS AND RESPONSIBILITIES

a. Fee Determination Official (FDO). The member of EPA's senior management appointed to review the recommendation of the PEB in order to make the final determination of the award fee.

b. Performance Evaluation Board (PEB). A board of Government officials, which performs the in-depth review of all aspects of Contractor performance and recommends an appropriate award fee to the FDO. The chairman of this board is responsible for insuring that responsibilities of the board are accomplished.

c. Evaluation Coordinator. A Government official appointed to receive, code, validate, and assess Performance Monitor reports; and to present such Contractor performance information and data to the PEB.

d. Performance Monitor (s). A Government employee designated to observe, assess, and report the performance of the Contractor on a close, continuous day-to-day basis. Performance monitors are of two categories:

technical and business. The performance monitors from the technical community are those individuals able to report on the Contractor's performance of the technical requirements of the contract. The performance monitors reporting on the business aspects of the Contractor's performance are the Contracting Officer/Contract Specialist and Cost Analyst most familiar with the fulfillment of specific contractual and financial aspects of the contract.

**e. Award Fee Plan.** A plan, developed by the PEB, which identifies various categories of performance and clearly describes the criteria used by the PEB to evaluate Contractor performance. The plan also allocates the fee pool among performance categories.

**f. Award Fee Pool.** That portion of the contract fee set forth in the contract as the amount of fee available to be awarded for Contractor performance in accordance with the criteria contained in the Award Fee Plan.

**g. Performance Event.** A discrete happening or series of related happenings occurring during the course of performance which is indicative and/or representative of contractor performance. Performance events are reported by the performance monitors on EPA Form No. 1900-41B. Performance events may be mandatory or discretionary. Mandatory performance events are those elements of Contractor performance that the PEB determines must be reported by the monitors no matter what the observed quality of performance. Discretionary performance events are usually examples of unanticipated Contractor performance which, in the judgement of the monitor, should be used to assist the PEB to recommend an appropriate fee. Performance events may be reported by the Contractor directly to the PEB through the Evaluation Coordinator.

### **3. APPOINTMENT OF PERSONNEL**

**a. Fee Determination Official.** Manager of the Cincinnati Procurement Operations Division, Specialized Service Center.

**b. Chairman, Performance Evaluation Board, and Board Members.** The Chairman of the Performance Evaluation Board shall be the director of the Environmental Response Team Center. A representative of the responsible contracts operation office shall be a voting member of all PEBs. The Project Officer (PO) and the Contracting Officer (CO) shall recommend other board members.

**c. Evaluation Coordinator.** Recommended by the PO, CO, and approved by the Fee Determination Official.

**d. Performance Monitors.** The PEB chairman will assure that adequate performance monitoring capability is available. Technical and business monitors' capability will be established for all CPAF contracts.

### **4. PREPARATION OF AWARD FEE PLAN**

The PEB will develop and follow an award fee plan which clearly describes the criteria used to determine fee. This plan, and the changes thereto, will be made available to the Contractor through the Performance Evaluation Board. The plan may be unilaterally revised by the Board to redirect performance emphasis when appropriate. The plan will contain:

- a. Performance Evaluation Categories and Evaluation Criteria.
- b. Examples of performance events in each performance evaluation category which will serve as guides for the performance monitors.
- c. A matrix which allocates the available fee among the performance categories.

## 5. OPERATION OF THE EVALUATION SYSTEM

### a. Performance Reporting (Performance Monitors)

Performance information in the form of one or more individual Performance Events Reports will be reported on Form 1900-41B, CPAF Contract Individual Performance Event, and submitted directly to the cognizant Evaluation Coordinator in accordance with a schedule established by him. Each report will be supported by sufficient information to provide the reader with a clear understanding of the significance of the observation and its impact. The monitors will report each observation on a separate sheet, i.e., two or more observations will not appear on the same Performance Event Report sheet.

The Performance Monitors will observe the following definitions of Contractor performance in reporting and judging observations. The contractor will not receive an award fee for merely providing good performance:

### OUTSTANDING (5)= 100% of fee

Performance is consistently beyond expectations and clearly excellent. Contractor develops accurate and well-substantiated cost estimates and consistently uses cost-saving measures whenever possible. Tasks are completed ahead of schedule or on schedule in spite of impediments. The Government is always informed in advance of progress in meeting schedule and budget. Identifies problems early on and informs EPA.

Technical analyses are thorough, requiring minimal rework; technical recommendations are acceptable in nearly all instances. Contractor demonstrates unusual insight in dealing with complex technical issues. Solutions demonstrate unusual creativity and result in state of the art approaches that can be applied to similar environmental problems. Contractor consistently uses resources in a manner which minimizes cost and time expenditures while using the appropriate professional mix to ensure that the overall quality of the work remains exceptional.

Contractor demonstrates exceptional contract management practices including management of subcontractors and consultants, takes aggressive action to avoid real or apparent conflicts of interest and to avoid engaging

in the performance of inherently Governmental functions, and aggressively pursues SB/SDB subcontracting plan goals.

**Excellent (4)= 75% of fee**

Performance is not only within the good range but actually exceeds expectations of the Government. Original schedule is met in spite of impediments, and services are completed within budget at minimum costs. Government is generally informed in advance of progress in meeting the schedule and budget. Contractor is responsive to all direction given in the statement of work as well as changes and priority adjustments. Responses to problems are made in timely manner and good interaction takes place with the Government.

Technical analyses are thorough requiring little or no revision and technically justified recommendations are submitted for all routine and complex work. Contractor uses resources in a manner which minimizes costs and time expenditures, while using the appropriate professional mix to ensure that work quality is acceptable to the Government.

Contractor consistently complies with all contract provisions. Contractor shows insight in identifying work that may present a conflict of interest or is an inherently Governmental function, and diligently pursues SB/SDB subcontracting plan goals.

**GOOD (3) = 0% of fee**

Performance is at an acceptable level. Work plans are adequate to address requirements in the SOW with reasonable cost and time estimates for the required level of effort. Project is completed within schedule and budget. In those cases where slippages occur, adequate justification is provided and prior Government approval is obtained. Efforts are taken to ensure that costs are minimized.

Technical analyses are thorough and technically justified. Recommendations are always submitted for routine assignments. Contractor utilizes resources and an appropriate professional mix to meet project and contract requirements. Contractor interacts regularly and appropriately with the Government.

Contractor complies with all contract clauses, does not perform work that presents a conflict of interest or constitutes an inherently Governmental function, and uses best efforts to pursue SB/SDB subcontracting plan goals.

**FAIR (2) = 0% of fee**

Performance is sometimes substandard requiring verbal or written notices to contractor to keep projects on track. Work plans do not consistently address all requirements of the SOW. Cost and/or time estimates are

frequently disproportionate to the required level of effort. Contractor does not consistently respond to changes in the SOW, priority adjustments, or problems in a timely manner, or does not involve the Government at an appropriate time. Original schedule slips without warning or justification, or services are completed at an increased cost to the Government without adequate justification.

Technical analyses are often incomplete or inaccurate and require rework. Recommendations are not accepted due to flawed analysis. Contractor fails to comply with contract provisions. Contractor fails to identify work that may present a conflict of interest or constitute an inherently Governmental function, and does not comply with SB/SDB subcontracting plan goals.

**POOR (1) = 0% of fee**

Performance is substandard to the point that the Government has to intervene to resolve problems. Cure notices or stop work orders have been or will soon be issued in an attempt to remedy contractor problems. Inadequate cost or time estimates are made in development of work plans. Schedule slips result in delays which negatively impact the project. Services are completed at a significantly increased cost to the Government. Poor resource utilization results in overruns or delays. Contractor does not respond to technical direction or priority adjustments. Coordination and communication with the Government are infrequent or ineffective.

Major elements in the technical analysis are missing or technical analyses require significant reworking. Recommendations are not accepted due to major deficiencies in the technical analysis. Contractor routinely ignores contract clauses, performs inherently Governmental functions, fails to identify conflicts of interest, and fails to pursue SB/SDB subcontracting plan goals.

The monitors may obtain guidance as to what constitutes a 1 through 5 observation, from the Performance Evaluation Plan, from previous Performance Evaluation Board Reports and/or from the Evaluation Coordinator. The Performance Monitors will report all factual observations that they judge to be indicative of outstanding, excellent, fair or poor performance.

Performance at the good level is expected and need not always be reported. Certain events, however, may not clearly be in the good range and, as such, should be reported for review and evaluation. Any event which is questionable, whether meritorious or deficient, should be reported. Any which is judged differently by the Contractor and the monitor should also be reported. The monitors should also report an appropriate number of "normal" performance events in order to improve the PEB's understanding of what constitutes "normal" performance.

During the course of the contract, the technical monitors and the business monitors are expected to discuss with the contract Project Officer

(PO) and the Contracting Officer (CO), respectively any means of improving the operation and, in all ways, encourage the highest performance by Contractor personnel. Deficiencies should be discussed with the Contractor by the Evaluation Coordinator when they occur, in order to give the Contractor an opportunity to take appropriate corrective action in a timely manner.

At the intervals specified in the Award Fee Plan, Performance Monitors will submit their reports to the Evaluation Coordinator for coordination and presentation to the PEB.

**b. Performance Information Coordination (Evaluation Coordinator)**

The Evaluation Coordinator will receive, code, validate, and assess the PE reports submitted by the monitors and select all those PE's he considers to be significant i.e., above (5 or 4) or below (2 or 1) good performance. The coordinator will also validate and assess any events reported by the Contractor, and resolve any differences between monitor and Contractor versions of the same PE. He will assure that monitors' statements are adequately supported by facts before presentation to the Performance Evaluation Board.

The Evaluation Coordinator will also prepare separate PE summaries for each performance evaluation category. The summaries will be prepared on EPA Form 1900-41A, CPAF Contract Summary of Significant Performance Events, and incorporate all monitor and Contractor reported PE's judged by the coordinator to be significant. If there are no significant PE's in a particular performance category, the coordinator should indicate a statement of that fact on the summary.

The Evaluation Coordinator will be responsible for preparing and presenting all material required by the PEB to make its assessment of the Contractor's performance. This material will be organized in such a manner as to enable it to be used (1) as the PEB's agenda, and (2) as the complete documentation package which will support the PEB's fee recommendation. It will be organized into separate sections for each performance evaluation category. Each section will consist of the following material:

- (1) Summary of Significant Performance Events (EPA Form 1900-41A)
- (2) The Individual PE Reports (EPA Form 1900-41B and/or Contractor-originated)

The individual PE's which are indicated on the summary sheet will be identified by an appropriate numerical or alphabetical method developed by the Evaluation Coordinator. Identical events which are reported by both Government monitors and by the Contractor should follow one another and be identified by the same identification number.

The Evaluation Coordinator should insure that all individuals scheduled to participate in the PEB meeting receive all evaluation materials at least five (5) working days prior to the meeting.

**c. Evaluation of Performance**

The PEB will perform an in-depth review of the performance events to arrive at the recommended award fee. At the initial PEB meeting the board members shall determine what fee the Contractor would normally receive if the work was being undertaken on Cost Plus Fixed Fee (CPFF basis). This fee amount shall be the point of reference for wholly good performance in determining the amount of award fee to be recommended to the FDO.

Following the PEB meeting at which the award fee recommendation is reached, the Executive Secretary will prepare a Performance Evaluation Report which will be the official record of the PEB meeting and forward this to the Contracting Officer. The Contracting Officer will prepare a letter for signature of the FDO informing the Contractor's general management of the amount and basis of the fee awarded. The Contracting Officer shall forward the Performance Evaluation Report and the fee determination letter to the FDO for signature. The FDO will review the performance evaluation and the fee recommendation made by the PEB and make a final determination of fee.

ATTACHMENT 5

MEDICAL MONITORING PLAN



## MEDICAL MONITORING PLAN

All contractor personnel working on-site at the laboratory shall be required to participate in the following baseline examination and testing. This program will be established and implemented by the contractor within the first sixty (60) days of the contract for the initial personnel on board and will be conducted on any additional personnel within sixty (60) days of their employment by the contractor.

**I. Baseline (First Time)**

- A. Complete medical examination
- B. Complete blood count (CBC) hematology profile
  - 1. White blood count (WBC)
  - 2. Red blood count (RBC)
  - 3. Hemoglobin (HGB)
  - 4. Hematocrit (HCT)
  - 5. Mean corpuscular volume (MVC)
  - 6. Mean corpuscular hemoglobin (MCH)
  - 7. Mean corpuscular hemoglobin concentration (MCHC)
  - 8. Platelets
- C. Differential (Diff)
- D. Sedimentation rate (Sed rat)
- E. Blood chemistry profile (BCP) 12 channel
  - 1. Total protein
  - 2. Albumin
  - 3. Calcium
  - 4. Phosphorus
  - 5. Cholesterol
  - 6. Glucose
  - 7. Uric acid
  - 8. Creatinine
  - 9. Total bilirubin
  - 10. Alkaline phosphatase
  - 11. Lactic dehydrogenase (LDH)
  - 12. Transaminas (SGOT)
- F. Urinalysis
- G. Pap test for female employees (optional)
- H. Resting electrocardiogram (ECG)
- I. Spirometry

J. Audiometry

K. Chest x-ray/view

**II. Follow-up Examinations** - The following medical examination and testing will be conducted on all contractor on-site personnel bi-annually on the anniversary (within 30 days) of their baseline examination.

ROUTINE

A. Complete medical examination

B. Complete blood count (CBC) hematology profile

1. WBC
2. RBC
3. HGB
4. HCT
5. MVC
6. MCH
7. MCHC
8. Platelets

C. Differential

D. Sed Rat

E. Blood chemistry profile 12 channel (same as baseline)

F. Urinalysis

G. Pap test for female employees (optional)

VISUAL TESTING

A. Complete ophthalmologic examination (including refraction, acuity, and accommodation testing)

B. Tests for color vision function

C. Examination of the cornea for lens capacity

D. Examination of the retina for detachment

The contractor shall submit a certification to the Project officer for each employee which states that the above examinations were completed.

**III. Immunizations**

A. Hepatitis-B Vaccination

The contractor shall submit a request for each employee requiring the

specified vaccination. Approval will be issued by letter by the EPA Contracting Officer.

B. Lyme Vaccination

The contractor shall submit a request for each employee requiring the specified vaccination. Approval will be issued by letter by the EPA Contracting Officer.

ATTACHMENT 6

GOVERNMENT PROPERTY

Government Property

Attachment 6

May be found posted at this website as a separate file.

ATTACHMENT 7

WAGE DETERMINATIONS

94-2349 NJ,MIDDLESEX 06/10/03

\*\*\*FOR OFFICIAL USE ONLY BY FEDERAL AGENCIES PARTICIPATING IN MOU WITH DOL\*\*\*

| WASHINGTON D.C. 20210

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| Wage Determination No.: 1994-2349

William W.Gross Division of | Revision No.: 19

Director Wage Determinations| Date Of Last Revision: 06/05/2003

|

State: New Jersey

Area: New Jersey Counties of Hunterdon, Middlesex, Somerset, Warren

-

\*\*Fringe Benefits Required Follow the Occupational Listing\*\*

OCCUPATION CODE - TITLE MINIMUM WAGE RATE

01000 - Administrative Support and Clerical Occupations  
01011 - Accounting Clerk I 10.60  
01012 - Accounting Clerk II 14.07  
01013 - Accounting Clerk III 15.32  
01014 - Accounting Clerk IV 17.63  
01030 - Court Reporter 17.51  
01050 - Dispatcher, Motor Vehicle 16.53  
01060 - Document Preparation Clerk 13.81  
01070 - Messenger (Courier) 10.20  
01090 - Duplicating Machine Operator 12.97  
01110 - Film/Tape Librarian 15.22  
01115 - General Clerk I 8.16  
01116 - General Clerk II 11.53  
01117 - General Clerk III 12.83  
01118 - General Clerk IV 16.71  
01120 - Housing Referral Assistant 19.92  
01131 - Key Entry Operator I 12.28  
01132 - Key Entry Operator II 13.07  
01191 - Order Clerk I 14.34  
01192 - Order Clerk II 18.67  
01261 - Personnel Assistant (Employment) I 12.79  
01262 - Personnel Assistant (Employment) II 14.38  
01263 - Personnel Assistant (Employment) III 18.70  
01264 - Personnel Assistant (Employment) IV 20.22  
01270 - Production Control Clerk 18.38  
01290 - Rental Clerk 15.92  
01300 - Scheduler, Maintenance 14.37  
01311 - Secretary I 15.19  
01312 - Secretary II 19.21  
01313 - Secretary III 19.92  
01314 - Secretary IV 23.33  
01315 - Secretary V 25.94  
01320 - Service Order Dispatcher 14.38  
01341 - Stenographer I 11.98

01342 - Stenographer II 13.46  
01400 - Supply Technician 23.33  
01420 - Survey Worker (Interviewer) 14.10  
01460 - Switchboard Operator-Receptionist 14.20  
01510 - Test Examiner 18.70  
01520 - Test Proctor 18.70  
01531 - Travel Clerk I 12.64  
01532 - Travel Clerk II 13.71  
01533 - Travel Clerk III 14.84  
01611 - Word Processor I 11.35  
01612 - Word Processor II 16.94  
01613 - Word Processor III 19.48  
03000 - Automatic Data Processing Occupations  
03010 - Computer Data Librarian 12.94  
03041 - Computer Operator I 11.89  
03042 - Computer Operator II 16.86  
03043 - Computer Operator III 18.99  
03044 - Computer Operator IV 20.67  
03045 - Computer Operator V 22.85  
03071 - Computer Programmer I (1) 19.46  
03072 - Computer Programmer II (1) 24.10  
03073 - Computer Programmer III (1) 27.62  
03074 - Computer Programmer IV (1) 27.62  
03101 - Computer Systems Analyst I (1) 27.17  
03102 - Computer Systems Analyst II (1) 27.62  
03103 - Computer Systems Analyst III (1) 27.62  
03160 - Peripheral Equipment Operator 12.05  
05000 - Automotive Service Occupations  
05005 - Automotive Body Repairer, Fiberglass 21.01  
05010 - Automotive Glass Installer 22.58  
05040 - Automotive Worker 22.58  
05070 - Electrician, Automotive 23.56  
05100 - Mobile Equipment Servicer 20.74  
05130 - Motor Equipment Metal Mechanic 24.48  
05160 - Motor Equipment Metal Worker 22.58  
05190 - Motor Vehicle Mechanic 24.48  
05220 - Motor Vehicle Mechanic Helper 19.78  
05250 - Motor Vehicle Upholstery Worker 21.67  
05280 - Motor Vehicle Wrecker 22.58  
05310 - Painter, Automotive 23.56  
05340 - Radiator Repair Specialist 22.58  
05370 - Tire Repairer 17.20  
05400 - Transmission Repair Specialist 24.48  
07000 - Food Preparation and Service Occupations  
(not set) - Food Service Worker 9.94  
07010 - Baker 13.18  
07041 - Cook I 11.46  
07042 - Cook II 13.13  
07070 - Dishwasher 9.04  
07130 - Meat Cutter 15.95  
07250 - Waiter/Waitress 10.54



09000 - Furniture Maintenance and Repair Occupations  
09010 - Electrostatic Spray Painter 20.16  
09040 - Furniture Handler 15.94  
09070 - Furniture Refinisher 20.16  
09100 - Furniture Refinisher Helper 16.92  
09110 - Furniture Repairer, Minor 18.54  
09130 - Upholsterer 20.16  
11030 - General Services and Support Occupations  
11030 - Cleaner, Vehicles 9.41  
11060 - Elevator Operator 11.44  
11090 - Gardener 13.16  
11121 - House Keeping Aid I 8.87  
11122 - House Keeping Aid II 9.40  
11150 - Janitor 11.44  
11210 - Laborer, Grounds Maintenance 11.82  
11240 - Maid or Houseman 10.70  
11270 - Pest Controller 14.98  
11300 - Refuse Collector 12.58  
11330 - Tractor Operator 13.38  
11360 - Window Cleaner 11.44  
12000 - Health Occupations  
12020 - Dental Assistant 14.89  
12040 - Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver 13.35  
12071 - Licensed Practical Nurse I 12.72  
12072 - Licensed Practical Nurse II 14.28  
12073 - Licensed Practical Nurse III 15.97  
12100 - Medical Assistant 13.22  
12130 - Medical Laboratory Technician 14.28  
12160 - Medical Record Clerk 11.57  
12190 - Medical Record Technician 14.92  
12221 - Nursing Assistant I 7.61  
12222 - Nursing Assistant II 8.56  
12223 - Nursing Assistant III 9.83  
12224 - Nursing Assistant IV 10.91  
12250 - Pharmacy Technician 12.79  
12280 - Phlebotomist 13.26  
12311 - Registered Nurse I 19.78  
12312 - Registered Nurse II 24.20  
12313 - Registered Nurse II, Specialist 24.20  
12314 - Registered Nurse III 33.26  
12315 - Registered Nurse III, Anesthetist 33.26  
12316 - Registered Nurse IV 39.85  
13000 - Information and Arts Occupations  
13002 - Audiovisual Librarian 20.61  
13011 - Exhibits Specialist I 14.51  
13012 - Exhibits Specialist II 17.04  
13013 - Exhibits Specialist III 18.28  
13041 - Illustrator I 14.51  
13042 - Illustrator II 17.04  
13043 - Illustrator III 18.28  
13047 - Librarian 26.42

13050 - Library Technician 13.60  
13071 - Photographer I 13.64  
13072 - Photographer II 16.02  
13073 - Photographer III 17.19  
13074 - Photographer IV 21.77  
13075 - Photographer V 23.68  
15000 - Laundry, Dry Cleaning, Pressing and Related Occupations  
15010 - Assembler 8.42  
15030 - Counter Attendant 8.42  
15040 - Dry Cleaner 10.81  
15070 - Finisher, Flatwork, Machine 8.42  
15090 - Presser, Hand 8.42  
15100 - Presser, Machine, Drycleaning 8.42  
15130 - Presser, Machine, Shirts 8.42  
15160 - Presser, Machine, Wearing Apparel, Laundry 8.42  
15190 - Sewing Machine Operator 11.57  
15220 - Tailor 12.33  
15250 - Washer, Machine 11.03  
19000 - Machine Tool Operation and Repair Occupations  
19010 - Machine-Tool Operator (Toolroom) 18.93  
19040 - Tool and Die Maker 24.21  
21000 - Material Handling and Packing Occupations  
21010 - Fuel Distribution System Operator 19.09  
21020 - Material Coordinator 17.90  
21030 - Material Expediter 17.89  
21040 - Material Handling Laborer 11.78  
21050 - Order Filler 11.56  
21071 - Forklift Operator 15.33  
21080 - Production Line Worker (Food Processing) 15.33  
21100 - Shipping/Receiving Clerk 12.89  
21130 - Shipping Packer 11.03  
21140 - Store Worker I 11.69  
21150 - Stock Clerk (Shelf Stocker; Store Worker II) 14.60  
21210 - Tools and Parts Attendant 15.55  
21400 - Warehouse Specialist 16.53  
23000 - Mechanics and Maintenance and Repair Occupations  
23010 - Aircraft Mechanic 20.95  
23040 - Aircraft Mechanic Helper 16.92  
23050 - Aircraft Quality Control Inspector 21.77  
23060 - Aircraft Servicer 18.54  
23070 - Aircraft Worker 19.34  
23100 - Appliance Mechanic 22.18  
23120 - Bicycle Repairer 17.14  
23125 - Cable Splicer 27.76  
23130 - Carpenter, Maintenance 25.50  
23140 - Carpet Layer 19.95  
23160 - Electrician, Maintenance 25.43  
23181 - Electronics Technician, Maintenance I 19.70  
23182 - Electronics Technician, Maintenance II 20.55  
23183 - Electronics Technician, Maintenance III 21.41  
23260 - Fabric Worker 19.15

23290 - Fire Alarm System Mechanic 21.63  
23310 - Fire Extinguisher Repairer 18.22  
23340 - Fuel Distribution System Mechanic 22.55  
23370 - General Maintenance Worker 19.34  
23400 - Heating, Refrigeration and Air Conditioning Mechanic 20.95  
23430 - Heavy Equipment Mechanic 20.95  
23440 - Heavy Equipment Operator 25.36  
23460 - Instrument Mechanic 21.63  
23470 - Laborer 13.40  
23500 - Locksmith 20.16  
23530 - Machinery Maintenance Mechanic 19.37  
23550 - Machinist, Maintenance 19.98  
23580 - Maintenance Trades Helper 15.08  
23640 - Millwright 27.93  
23700 - Office Appliance Repairer 22.16  
23740 - Painter, Aircraft 24.10  
23760 - Painter, Maintenance 23.18  
23790 - Pipefitter, Maintenance 24.67  
23800 - Plumber, Maintenance 22.88  
23820 - Pneudraulic Systems Mechanic 21.63  
23850 - Rigger 21.63  
23870 - Scale Mechanic 19.95  
23890 - Sheet-Metal Worker, Maintenance 20.95  
23910 - Small Engine Mechanic 19.34  
23930 - Telecommunication Mechanic I 20.95  
23931 - Telecommunication Mechanic II 21.77  
23950 - Telephone Lineman 20.95  
23960 - Welder, Combination, Maintenance 20.92  
23965 - Well Driller 22.97  
23970 - Woodcraft Worker 21.63  
23980 - Woodworker 19.51  
24000 - Personal Needs Occupations  
24570 - Child Care Attendant 12.16  
24580 - Child Care Center Clerk 15.01  
24600 - Chore Aid 9.74  
24630 - Homemaker 17.87  
25000 - Plant and System Operation Occupations  
25010 - Boiler Tender 22.62  
25040 - Sewage Plant Operator 23.08  
25070 - Stationary Engineer 22.62  
25190 - Ventilation Equipment Tender 17.15  
25210 - Water Treatment Plant Operator 25.15  
27000 - Protective Service Occupations  
(not set) - Police Officer 25.95  
27004 - Alarm Monitor 14.20  
27006 - Corrections Officer 24.11  
27010 - Court Security Officer 25.03  
27040 - Detention Officer 24.11  
27070 - Firefighter 25.49  
27101 - Guard I 10.63  
27102 - Guard II 11.91

28000 - Stevedoring/Longshoremen Occupations  
28010 - Blocker and Bracer 18.03  
28020 - Hatch Tender 18.03  
28030 - Line Handler 18.03  
28040 - Stevedore I 14.25  
28050 - Stevedore II 15.56  
29000 - Technical Occupations  
21150 - Graphic Artist 21.46  
29010 - Air Traffic Control Specialist, Center (2) 30.86  
29011 - Air Traffic Control Specialist, Station (2) 21.27  
29012 - Air Traffic Control Specialist, Terminal (2) 23.44  
29023 - Archeological Technician I 12.25  
29024 - Archeological Technician II 13.81  
29025 - Archeological Technician III 17.04  
29030 - Cartographic Technician 17.81  
29035 - Computer Based Training (CBT) Specialist/ Instructor 27.17  
29040 - Civil Engineering Technician 17.03  
29061 - Drafter I 9.11  
29062 - Drafter II 10.57  
29063 - Drafter III 14.51  
29064 - Drafter IV 17.04  
29081 - Engineering Technician I 11.90  
29082 - Engineering Technician II 13.81  
29083 - Engineering Technician III 18.95  
29084 - Engineering Technician IV 22.24  
29085 - Engineering Technician V 27.19  
29086 - Engineering Technician VI 32.89  
29090 - Environmental Technician 20.46  
29100 - Flight Simulator/Instructor (Pilot) 30.38  
29160 - Instructor 23.62  
29210 - Laboratory Technician 18.43  
29240 - Mathematical Technician 17.04  
29361 - Paralegal/Legal Assistant I 14.71  
29362 - Paralegal/Legal Assistant II 20.76  
29363 - Paralegal/Legal Assistant III 25.33  
29364 - Paralegal/Legal Assistant IV 30.72  
29390 - Photooptics Technician 18.41  
29480 - Technical Writer 32.37  
29491 - Unexploded Ordnance (UXO) Technician I 19.61  
29492 - Unexploded Ordnance (UXO) Technician II 23.73  
29493 - Unexploded Ordnance (UXO) Technician III 28.44  
29494 - Unexploded (UXO) Safety Escort 19.61  
29495 - Unexploded (UXO) Sweep Personnel 19.61  
29620 - Weather Observer, Senior (3) 19.95  
29621 - Weather Observer, Combined Upper Air and Surface Programs (3) 17.94  
29622 - Weather Observer, Upper Air (3) 17.94  
31000 - Transportation/ Mobile Equipment Operation Occupations  
31030 - Bus Driver 15.07  
31260 - Parking and Lot Attendant 8.83  
31290 - Shuttle Bus Driver 13.68  
31300 - Taxi Driver 11.76

31361 - Truckdriver, Light Truck 13.68  
 31362 - Truckdriver, Medium Truck 16.45  
 31363 - Truckdriver, Heavy Truck 22.57  
 31364 - Truckdriver, Tractor-Trailer 22.57  
 99000 - Miscellaneous Occupations  
 99020 - Animal Caretaker 8.62  
 99030 - Cashier 9.82  
 99041 - Carnival Equipment Operator 11.86  
 99042 - Carnival Equipment Repairer 12.36  
 99043 - Carnival Worker 10.14  
 99050 - Desk Clerk 12.05  
 99095 - Embalmer 20.92  
 99300 - Lifeguard 10.31  
 99310 - Mortician 19.13  
 99350 - Park Attendant (Aide) 12.94  
 99400 - Photofinishing Worker (Photo Lab Tech., Darkroom Tech) 10.78  
 99500 - Recreation Specialist 13.79  
 99510 - Recycling Worker 14.66  
 99610 - Sales Clerk 11.33  
 99620 - School Crossing Guard (Crosswalk Attendant) 10.68  
 99630 - Sport Official 10.31  
 99658 - Survey Party Chief (Chief of Party) 15.83  
 99659 - Surveying Technician (Instr. Person/Surveyor Asst./Instr.) 13.17  
 99660 - Surveying Aide 9.60  
 99690 - Swimming Pool Operator 7.93  
 99720 - Vending Machine Attendant 7.71  
 99730 - Vending Machine Repairer 10.19  
 99740 - Vending Machine Repairer Helper 8.38

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$2.36 an hour or \$94.40 a week or \$409.07 a month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of eleven paid holidays per year: New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.)

(See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)

2) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An

employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

3) WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordinance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordinance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges. A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordinance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordinance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordinance, explosives, and incendiary material differential pay.

**\*\* UNIFORM ALLOWANCE \*\***

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance: The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry

cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**\*\* NOTES APPLYING TO THIS WAGE DETERMINATION \*\***

**Source of Occupational Title and Descriptions:**

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

**Conformance Process:**

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed. The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation) and computes a proposed rate).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title), a Federal grade equivalency (FGE) for each proposed classification), job description), and rationale for proposed wage rate), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to

process the request.

5) The contracting officer transmits the Wage and Hour decision to the contractor.

6) The contractor informs the affected employees. Information required by the Regulations must be submitted on SF 1444 or bond paper. When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

94-2332 NV, LAS VEGAS 06/10/03

\*\*\*FOR OFFICIAL USE ONLY BY FEDERAL AGENCIES PARTICIPATING IN MOU WITH DOL\*\*\*  
| WASHINGTON D.C. 20210

| Wage Determination No.: 1994-2332

William W.Gross Division of | Revision No.: 19

Director Wage Determinations | Date Of Last Revision: 06/03/2003

States: Arizona, Nevada

Area: Arizona County of Mohave

Nevada Counties of Clark, Esmeralda, Lincoln, Nye

\*\*Fringe Benefits Required Follow the Occupational Listing\*\*

OCCUPATION CODE - TITLE MINIMUM WAGE RATE

01000 - Administrative Support and Clerical Occupations

01011 - Accounting Clerk I 9.85

01012 - Accounting Clerk II 11.06

01013 - Accounting Clerk III 13.22

01014 - Accounting Clerk IV 15.20

01030 - Court Reporter 13.73

01050 - Dispatcher, Motor Vehicle 13.15

01060 - Document Preparation Clerk 10.92

01070 - Messenger (Courier) 10.21

01090 - Duplicating Machine Operator 10.92

01110 - Film/Tape Librarian 12.01

01115 - General Clerk I 9.01

01116 - General Clerk II 10.63

01117 - General Clerk III 12.82



01118 - General Clerk IV 13.75  
01120 - Housing Referral Assistant 15.92  
01131 - Key Entry Operator I 10.25  
01132 - Key Entry Operator II 14.27  
01191 - Order Clerk I 10.62  
01192 - Order Clerk II 11.74  
01261 - Personnel Assistant (Employment) I 12.57  
01262 - Personnel Assistant (Employment) II 13.55  
01263 - Personnel Assistant (Employment) III 14.00  
01264 - Personnel Assistant (Employment) IV 16.93  
01270 - Production Control Clerk 14.36  
01290 - Rental Clerk 12.09  
01300 - Scheduler, Maintenance 12.63  
01311 - Secretary I 13.17  
01312 - Secretary II 13.73  
01313 - Secretary III 15.44  
01314 - Secretary IV 18.48  
01315 - Secretary V 22.37  
01320 - Service Order Dispatcher 12.26  
01341 - Stenographer I 11.73  
01342 - Stenographer II 12.63  
01400 - Supply Technician 19.06  
01420 - Survey Worker (Interviewer) 11.57  
01460 - Switchboard Operator-Receptionist 11.18  
01510 - Test Examiner 12.73  
01520 - Test Proctor 13.17  
01531 - Travel Clerk I 10.66  
01532 - Travel Clerk II 11.32  
01533 - Travel Clerk III 12.14  
01611 - Word Processor I 11.89  
01612 - Word Processor II 13.52  
01613 - Word Processor III 15.11  
03000 - Automatic Data Processing Occupations  
03010 - Computer Data Librarian 15.83  
03041 - Computer Operator I 14.06  
03042 - Computer Operator II 16.05  
03043 - Computer Operator III 16.83  
03044 - Computer Operator IV 18.64  
03045 - Computer Operator V 20.64  
03071 - Computer Programmer I (1) 18.01  
03072 - Computer Programmer II (1) 22.40  
03073 - Computer Programmer III (1) 26.43  
03074 - Computer Programmer IV (1) 27.62  
03101 - Computer Systems Analyst I (1) 24.16  
03102 - Computer Systems Analyst II (1) 26.51  
03103 - Computer Systems Analyst III (1) 27.62  
03160 - Peripheral Equipment Operator 15.83  
05000 - Automotive Service Occupations  
05005 - Automotive Body Repairer, Fiberglass 19.22  
05010 - Automotive Glass Installer 17.87  
05040 - Automotive Worker 17.87

05070 - Electrician, Automotive 18.45  
05100 - Mobile Equipment Servicer 16.33  
05130 - Motor Equipment Metal Mechanic 19.22  
05160 - Motor Equipment Metal Worker 17.87  
05190 - Motor Vehicle Mechanic 18.74  
05220 - Motor Vehicle Mechanic Helper 15.57  
05250 - Motor Vehicle Upholstery Worker 17.11  
05280 - Motor Vehicle Wrecker 17.87  
05310 - Painter, Automotive 18.45  
05340 - Radiator Repair Specialist 17.87  
05370 - Tire Repairer 15.78  
05400 - Transmission Repair Specialist 19.22  
07000 - Food Preparation and Service Occupations  
(not set) - Food Service Worker 10.24  
07010 - Baker 13.61  
07041 - Cook I 12.49  
07042 - Cook II 13.61  
07070 - Dishwasher 10.24  
07130 - Meat Cutter 16.43  
07250 - Waiter/Waitress 10.74  
09000 - Furniture Maintenance and Repair Occupations  
09010 - Electrostatic Spray Painter 18.45  
09040 - Furniture Handler 14.79  
09070 - Furniture Refinisher 16.46  
09100 - Furniture Refinisher Helper 15.57  
09110 - Furniture Repairer, Minor 17.11  
09130 - Upholsterer 15.48  
11030 - General Services and Support Occupations  
11030 - Cleaner, Vehicles 10.24  
11060 - Elevator Operator 10.24  
11090 - Gardener 12.49  
11121 - House Keeping Aid I 9.77  
11122 - House Keeping Aid II 10.28  
11150 - Janitor 10.61  
11210 - Laborer, Grounds Maintenance 11.28  
11240 - Maid or Houseman 9.77  
11270 - Pest Controller 13.99  
11300 - Refuse Collector 11.27  
11330 - Tractor Operator 11.87  
11360 - Window Cleaner 11.13  
12000 - Health Occupations  
12020 - Dental Assistant 14.38  
12040 - Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver 15.05  
12071 - Licensed Practical Nurse I 12.84  
12072 - Licensed Practical Nurse II 14.43  
12073 - Licensed Practical Nurse III 16.14  
12100 - Medical Assistant 12.40  
12130 - Medical Laboratory Technician 14.43  
12160 - Medical Record Clerk 10.57  
12190 - Medical Record Technician 13.54  
12221 - Nursing Assistant I 8.53

12222 - Nursing Assistant II 9.59  
12223 - Nursing Assistant III 10.46  
12224 - Nursing Assistant IV 11.72  
12250 - Pharmacy Technician 12.14  
12280 - Phlebotomist 13.81  
12311 - Registered Nurse I 17.00  
12312 - Registered Nurse II 20.81  
12313 - Registered Nurse II, Specialist 20.81  
12314 - Registered Nurse III 25.17  
12315 - Registered Nurse III, Anesthetist 25.17  
12316 - Registered Nurse IV 30.17  
13000 - Information and Arts Occupations  
13002 - Audiovisual Librarian 19.34  
13011 - Exhibits Specialist I 17.78  
13012 - Exhibits Specialist II 21.69  
13013 - Exhibits Specialist III 22.76  
13041 - Illustrator I 17.80  
13042 - Illustrator II 22.07  
13043 - Illustrator III 24.35  
13047 - Librarian 24.43  
13050 - Library Technician 14.06  
13071 - Photographer I 13.36  
13072 - Photographer II 15.11  
13073 - Photographer III 18.44  
13074 - Photographer IV 22.49  
13075 - Photographer V 27.29  
15000 - Laundry, Dry Cleaning, Pressing and Related Occupations  
15010 - Assembler 9.53  
15030 - Counter Attendant 9.53  
15040 - Dry Cleaner 12.34  
15070 - Finisher, Flatwork, Machine 9.53  
15090 - Presser, Hand 9.53  
15100 - Presser, Machine, Drycleaning 9.00  
15130 - Presser, Machine, Shirts 9.53  
15160 - Presser, Machine, Wearing Apparel, Laundry 9.53  
15190 - Sewing Machine Operator 13.16  
15220 - Tailor 14.10  
15250 - Washer, Machine 10.47  
19000 - Machine Tool Operation and Repair Occupations  
19010 - Machine-Tool Operator (Toolroom) 18.45  
19040 - Tool and Die Maker 21.33  
21000 - Material Handling and Packing Occupations  
21010 - Fuel Distribution System Operator 17.96  
21020 - Material Coordinator 15.79  
21030 - Material Expediter 14.36  
21040 - Material Handling Laborer 11.36  
21050 - Order Filler 13.11  
21071 - Forklift Operator 14.94  
21080 - Production Line Worker (Food Processing) 15.09  
21100 - Shipping/Receiving Clerk 13.32  
21130 - Shipping Packer 14.22

21140 - Store Worker I 12.78  
21150 - Stock Clerk (Shelf Stocker; Store Worker II) 15.81  
21210 - Tools and Parts Attendant 15.14  
21400 - Warehouse Specialist 15.14  
23000 - Mechanics and Maintenance and Repair Occupations  
23010 - Aircraft Mechanic 19.68  
23040 - Aircraft Mechanic Helper 15.94  
23050 - Aircraft Quality Control Inspector 20.47  
23060 - Aircraft Servicer 17.52  
23070 - Aircraft Worker 18.30  
23100 - Appliance Mechanic 18.45  
23120 - Bicycle Repairer 15.78  
23125 - Cable Splicer 26.74  
23130 - Carpenter, Maintenance 19.44  
23140 - Carpet Layer 20.89  
23160 - Electrician, Maintenance 22.43  
23181 - Electronics Technician, Maintenance I 17.28  
23182 - Electronics Technician, Maintenance II 23.20  
23183 - Electronics Technician, Maintenance III 25.55  
23260 - Fabric Worker 17.22  
23290 - Fire Alarm System Mechanic 19.22  
23310 - Fire Extinguisher Repairer 16.33  
23340 - Fuel Distribution System Mechanic 21.14  
23370 - General Maintenance Worker 17.87  
23400 - Heating, Refrigeration and Air Conditioning Mechanic 19.22  
23430 - Heavy Equipment Mechanic 20.82  
23440 - Heavy Equipment Operator 23.58  
23460 - Instrument Mechanic 21.14  
23470 - Laborer 11.36  
23500 - Locksmith 19.06  
23530 - Machinery Maintenance Mechanic 21.86  
23550 - Machinist, Maintenance 19.22  
23580 - Maintenance Trades Helper 15.57  
23640 - Millwright 19.22  
23700 - Office Appliance Repairer 18.96  
23740 - Painter, Aircraft 18.45  
23760 - Painter, Maintenance 18.45  
23790 - Pipefitter, Maintenance 22.10  
23800 - Plumber, Maintenance 21.22  
23820 - Pneudraulic Systems Mechanic 19.72  
23850 - Rigger 19.72  
23870 - Scale Mechanic 18.12  
23890 - Sheet-Metal Worker, Maintenance 21.74  
23910 - Small Engine Mechanic 17.87  
23930 - Telecommunication Mechanic I 20.63  
23931 - Telecommunication Mechanic II 24.33  
23950 - Telephone Lineman 20.63  
23960 - Welder, Combination, Maintenance 19.22  
23965 - Well Driller 20.63  
23970 - Woodcraft Worker 19.72  
23980 - Woodworker 16.81

24000 - Personal Needs Occupations  
 24570 - Child Care Attendant 12.74  
 24580 - Child Care Center Clerk 17.75  
 24600 - Chore Aid 9.73  
 24630 - Homemaker 19.78  
 25000 - Plant and System Operation Occupations  
 25010 - Boiler Tender 19.22  
 25040 - Sewage Plant Operator 22.97  
 25070 - Stationary Engineer 19.22  
 25190 - Ventilation Equipment Tender 15.55  
 25210 - Water Treatment Plant Operator 23.53  
 27000 - Protective Service Occupations  
 (not set) - Police Officer 23.83  
 27004 - Alarm Monitor 15.20  
 27006 - Corrections Officer 21.68  
 27010 - Court Security Officer 19.46  
 27040 - Detention Officer 21.05  
 27070 - Firefighter 18.05  
 27101 - Guard I 10.24  
 27102 - Guard II 17.19  
 28000 - Stevedoring/Longshoremen Occupations  
 28010 - Blocker and Bracer 18.12  
 28020 - Hatch Tender 18.12  
 28030 - Line Handler 18.12  
 28040 - Stevedore I 15.81  
 28050 - Stevedore II 18.85  
 29000 - Technical Occupations  
 21150 - Graphic Artist 21.53  
 29010 - Air Traffic Control Specialist, Center (2) 29.10  
 29011 - Air Traffic Control Specialist, Station (2) 20.07  
 29012 - Air Traffic Control Specialist, Terminal (2) 22.09  
 29023 - Archeological Technician I 14.61  
 29024 - Archeological Technician II 16.33  
 29025 - Archeological Technician III 20.29  
 29030 - Cartographic Technician 21.51  
 29035 - Computer Based Training (CBT) Specialist/ Instructor 24.16  
 29040 - Civil Engineering Technician 22.44  
 29061 - Drafter I 15.60  
 29062 - Drafter II 18.01  
 29063 - Drafter III 20.29  
 29064 - Drafter IV 24.86  
 29081 - Engineering Technician I 14.63  
 29082 - Engineering Technician II 16.87  
 29083 - Engineering Technician III 23.33  
 29084 - Engineering Technician IV 24.00  
 29085 - Engineering Technician V 28.41  
 29086 - Engineering Technician VI 34.46  
 29090 - Environmental Technician 19.85  
 29100 - Flight Simulator/Instructor (Pilot) 27.17  
 29160 - Instructor 18.95  
 29210 - Laboratory Technician 18.25

29240 - Mathematical Technician 19.83  
 29361 - Paralegal/Legal Assistant I 16.00  
 29362 - Paralegal/Legal Assistant II 17.14  
 29363 - Paralegal/Legal Assistant III 21.39  
 29364 - Paralegal/Legal Assistant IV 25.85  
 29390 - Photooptics Technician 20.44  
 29480 - Technical Writer 18.95  
 29491 - Unexploded Ordnance (UXO) Technician I 18.49  
 29492 - Unexploded Ordnance (UXO) Technician II 22.37  
 29493 - Unexploded Ordnance (UXO) Technician III 26.81  
 29494 - Unexploded (UXO) Safety Escort 18.49  
 29495 - Unexploded (UXO) Sweep Personnel 18.49  
 29620 - Weather Observer, Senior (3) 18.77  
 29621 - Weather Observer, Combined Upper Air and Surface Programs (3) 16.92  
 29622 - Weather Observer, Upper Air (3) 16.92  
 31000 - Transportation/ Mobile Equipment Operation Occupations  
 31030 - Bus Driver 15.32  
 31260 - Parking and Lot Attendant 11.11  
 31290 - Shuttle Bus Driver 15.69  
 31300 - Taxi Driver 12.92  
 31361 - Truckdriver, Light Truck 13.55  
 31362 - Truckdriver, Medium Truck 15.32  
 31363 - Truckdriver, Heavy Truck 17.20  
 31364 - Truckdriver, Tractor-Trailer 17.20  
 99000 - Miscellaneous Occupations  
 99020 - Animal Caretaker 11.36  
 99030 - Cashier 10.29  
 99041 - Carnival Equipment Operator 11.87  
 99042 - Carnival Equipment Repairer 12.49  
 99043 - Carnival Worker 10.24  
 99050 - Desk Clerk 12.74  
 99095 - Embalmer 16.57  
 99300 - Lifeguard 11.17  
 99310 - Mortician 18.22  
 99350 - Park Attendant (Aide) 14.09  
 99400 - Photofinishing Worker (Photo Lab Tech., Darkroom Tech) 11.17  
 99500 - Recreation Specialist 13.62  
 99510 - Recycling Worker 13.06  
 99610 - Sales Clerk 11.17  
 99620 - School Crossing Guard (Crosswalk Attendant) 10.24  
 99630 - Sport Official 11.17  
 99658 - Survey Party Chief (Chief of Party) 26.47  
 99659 - Surveying Technician (Instr. Person/Surveyor Asst./Instr.) 20.65  
 99660 - Surveying Aide 15.06  
 99690 - Swimming Pool Operator 14.94  
 99720 - Vending Machine Attendant 11.33  
 99730 - Vending Machine Repairer 16.47  
 99740 - Vending Machine Repairer Helper 14.33

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: Life, accident, and health insurance plans, sick leave, pension plans, civic and personal leave, severance pay, and savings and thrift plans. Minimum employer contributions costing an average of \$2.56 per hour computed on the basis of all hours worked by service employees employed on the contract.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)

2) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

3) WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordinance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordinance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges. A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordinance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive,

and incendiary ordinance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordinance, explosives, and incendiary material differential pay.

**\*\* UNIFORM ALLOWANCE \*\***

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

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REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the



commencement date of the contract. {See Section 4.6 (C)(vi)}

When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation) and computes a proposed rate).
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- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees. Information required by the Regulations must be submitted on SF 1444 or bond paper. When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

ATTACHMENT 8

INSTRUCTIONS FOR PERFORMING THE ANNUAL ALLOCATION OF NON-SITE-SPECIFIC COSTS

ATTACHMENT 9

MINIMUM STANDARDS FOR EPA CONTRACTORS' CONFLICT OF INTEREST PLANS

## MINIMUM STANDARDS FOR EPA CONTRACTORS' CONFLICT OF INTEREST PLANS

### 1. PURPOSE

The Environmental Protection Agency (EPA) has identified a need to avoid, neutralize, or mitigate actual and potential contractor conflicts of interest (COI). To accomplish this, contractors are required to have a COI plan for identifying and reporting actual and potential COI. The purpose of this document is to set forth the minimum standards for a contractor's COI plan.

### 2. COI PLAN

The contractor's COI Plan is a document which describes the procedures a company uses to identify and report COI. Generally, a contractor's corporate COI plan will describe how a company, in its entirety, addresses conflicts, and will not be contract or program specific. The plan may also describe the options a company will consider proposing to avoid, neutralize, or mitigate a COI whenever a conflict is identified. The plan will be evaluated and approved by the applicable EPA Contracting Officer (CO) if the COI Plan meets the EPA's minimum requirements for detecting and reporting conflicts of interest. Contractors' COI Plans should be identified by a version number and date, as appropriate. EPA should be advised of the version number and date, as appropriate. EPA should be advised of the version number, date, and applicable CO for any previously approved COI plan.

### 3. MINIMUM STANDARDS FOR CONTRACTORS' COI PLANS

#### A. Corporate Structure

The COI Plan shall describe any parent relationship and list all affiliates, subsidiaries, and sister companies, etc. Generally, this need not exceed three corporate tiers, unless a relationship exists beyond three tiers that would potentially create a conflict. In such a case, relationships beyond three tiers should also be included in the COI Plan. Contractors should report changes in their corporate structure to the Agency throughout contract performance.

Contractors are invited to include under this section a company profile. The profile should discuss all pertinent information relevant to COI including a summary of a contractor's primary and/or environmental business functions and activities. This background information will be very useful to COs when evaluating whether or not a contractor has a COI.

#### B. Searching and Identifying COI

The COI Plan shall include a requirement describing when a COI search must be performed by company personnel and clearly identify the procedures to be followed. The searching requirement shall encompass all work related to all clients for whom work was performed over the past three years, all current work, all sites (if applicable), and any future work reflected in marketing proposals. Contractors must search their records over the past 36 months, or through all available records for a new company until 36 months of records are accumulated, from the time of receipt of the work from EPA. However, contractors are encouraged to search back as far as a company's records cover.

#### C. Data Base

The COI Plan shall require a data base that includes all necessary information for a contractor to review its past work (at a minimum over the past 36 months, or through all available records for a new company until 36 months of records are accumulated), work in progress, and work the company may be pursuing under any marketing proposals. This requirement does not establish any particular type or kind of retrieval system, however, the data base shall contain, at a minimum, the following information and capabilities.

- (1) A list of the company's past and public clients;
- (2) a description of the type(s) of work that was performed and any other pertinent information;
- (3) a list of the past sites (when applicable) a contractor has worked on;
- (4) a list of site name(s) (when applicable) related to any work performed;
- (5) the ability to search and retrieve the information in the data base; and
- (6) dollar value of work performed.

If applicable, the COI Plan shall include provisions for supplemental searches of parent, affiliate, subsidiary, or sister company records. The COI Plan shall also describe any cross-checks used by the company when searching COI issues.

#### D. Personal Certification

At a minimum, the COI Plan shall require ALL employees of the company performing work under an EPA Superfund and/or NonSuperfund contract, including work on a site, work relating to a site, work pertaining to a CERCLA/RCRA action, or work that may endanger a CERCLA enforcement action, to sign a personal certification. EPA recommends a policy whereby all company employees are required to sign such a certification rather than only those employees working under an EPA contract. The certification shall require at a minimum, that the individual agrees to report to the proper company authority any personal COI and that the individual has read and understands the company's COI Plan and procedures. Employee certifications shall be retained by the

company.

E. Work Assignment (WA), Technical Direction Document (TDD), or Delivery Order (DO) Notification and Certification

The COI Plan shall describe the process the company will employ for notifying the Agency prior to beginning work, and for submission of its WA/TDD/DO certification within 20 days of receipt of the work from EPA.

NOTE: WA/TDD/DO certifications are NOT required if the contract contains an annual certification requirement. Nevertheless, the contractor's COI Plan should address the procedures to be followed for WA/TDD/DO certifications.

F. Annual Certification

The COI Plan shall describe the process the company requires for submission of its annual certification.

NOTE: Annual certification is NOT required if the contract contains a WA/TDD/DO certification requirement. Nevertheless, the contractor's COI Plan should address the procedures to be followed for annual certifications.

G. Notification and Documentation

The COI Plan shall clearly delineate the official within the company responsible for making COI determinations. Generally, this would be someone at a middle to upper level of management. The responsible official shall be free of any personal conflicts for the purpose of making COI determinations, e.g., a program manager who receives bonuses based on the total amount of sales may not be free of conflicts.

The plan shall clearly identify the process that is required when notifying the EPA of any actual or potential COI and the actions that the company has taken or will take to avoid, neutralize, or mitigate the conflict. In addition, the contractor shall document all COI searches related to EPA work, whether or not an actual or potential COI has been identified.

H. Training

The COI Plan shall require all employees of the company to receive basic COI training and that each employee receive COI awareness training at least annually. The company's COI Plan shall be available for all employees to review. Annual training shall include, at a minimum, a review of the certification language and any changes that may have occurred in the company's COI Plan.

In addition, companies are encouraged to routinely disseminate to their employees current COI information.

I. Subcontractors' COI Plans

The COI Plan shall describe the process and mechanism by which the company will monitor its subcontractors to ensure all subcontractors are complying with the COI provisions in their contracts. It is important that subcontractors identify and report COI as well as submit Limitation of Future Contracting (LOFC) requests for approval.

ATTACHMENT 10

SAMPLE WORK ASSIGNMENTS



**SAMPLE WORK ASSIGNMENTS****Sample Work Assignment No: 1****Namba Treatment Facility**

Rotterdam Heights - Valley View, Island of Namba

Issue Date: 06/01/2004

**Purpose:**

The purpose of this work assignment is to set up an onsite laboratory to identify the chemicals responsible for a major mishap at the one of the treatment facilities responsible for destroying the chemical warfare agents' stockpile on the remote island of Namba. The total population of the island is approximately 10,000. The plant operated for the last three years and several processes were used for treating the nerve agents shipped from various countries around the world. The plant buildings are on 10 acres with an adjacent parking lot of about 3 acres. An extremely large area of about 75 acres has no vegetation. Also, a home owner reported that his well water tastes like and smells like almonds. The residence is about 2000 feet southeast of the plant. There is a small lake and one ground water well on-site which supplied both process and potable water to the plant.

**Detailed Task Description:**

1. Set up on site laboratory to identify chemical agents and assist in conducting an extent of contamination survey at the site.
2. Devise analytical method to certify the homes near site are clean
3. Assist in conducting groundwater sampling and analysis.

**Required Reports:**

The contractor shall provide quality assurance plan for the project and trip or summary reports for each phase of the investigation and a final report.

**Schedule:**

Work is to begin immediately upon receipt of work assignment.

**Suggested Skill Mix:**

- 1 - Engineer
- 1 - Geohydrologist
- 3 - Chemists
- 3 - Technicians

Required Personnel Qualifications:

The personnel must have expertise in conducting extent of contamination surveys. Field personnel must have experience with on-site monitoring instrumentation and experience with chemical agents' analysis.

Special Requirements:

None.

Period of Performance:

June 5, 2004 to July 30, 2004.

Total Hours: 2000

**Sample Work Assignment No: 2**  
**Jayuya Drum Dump, Jayuya, Puerto Rico**  
Issue Date: 06/01/2004

**Objective:**

Provide information to On-Scene Coordinator to take action to conduct a removal action to address the release of any hazardous materials from the dump. Design and implement an extent of contamination investigation at the Jayuya Drum Dump site. Provide real-time data to identify the location of buried drums/waste and determine the fate of any toxic chemical releases due to improper disposal practices.

**Background:**

The Jayuya Drum Dump is located in central Puerto Rico. The terrain consists of Magotas and sinkholes. Climate is tropical. Site access is limited due to rather narrow winding roads. Over the past 30 years the 15-acre site has been used as an industrial waste landfill. Tanker trucks reportedly discharged their wastes, consisting of industrial solvents, plating solutions, waste oils, and septic wastes in various areas on site. About 65 steel and poly drums are scattered across the site, and drums have been reportedly buried on site. Several old dilapidated buildings are still present on site. The remains of several burned out vehicles and metal debris is scattered across the site. Cattle, pigs, goats and chickens are currently present on the site in a number of areas cordoned off by barbed wire fences. Several local residents complained of odors from the site and concern over the potential contamination of a local stream that runs through the site which is used for watering domestic animals. Three residences adjacent to the site use ground water for drinking purposes.

USEPA Region II OSC has activated the Environmental Response Team to immediately collect and analyze samples of waste materials on the site to determine if hazardous materials are present to justify removal actions. ERT is also tasked with determining the extent of contamination in soils and ground water and developing a realistic scenario regarding the fate and transport of any chemicals released from improper disposal practices.

**Detailed Task Description**

REAC shall design an extent of contamination survey which will identify the nature and extent of contaminants and wastes present on the site. The work plan will specify the following:

- A. Methodology to identify waste disposal areas.
- B. The location, number and matrix of samples to be collected.
- C. Sample collection methodology.
- D. Analytical methodology.
- E. What innovative site characterization technologies will be used to develop a realistic projection of the fate of chemicals released from faulty disposal practices into the environment.

REAC shall develop an implementation plan which will include:

- A. Time lines for all activities.
- B. Identification of any site specific health and safety hazards present.
- C. Data presentation methodology.
- D. Site specific logistical concerns.

#### **Required Reports**

The contractor shall provide quality assurance plan for the project and technical reports as appropriate. The contractor shall specify the number and type of reports to be provided and the specific contents of each report. Report plan will identify the means in which data will be presented. Report delivery dates will be specified in the time line for site activities.

#### **Required Skill Mix**

REAC shall specify the number and type (area and level of expertise) of personnel required to compete the work assignment.

#### **Required Personnel Qualifications**

REAC shall identify any unique qualifications which will be required for any on or off site personnel.

#### **Schedule**

Work Plan is due within one week.  
Field work will be initiated within two weeks.  
The project will be completed within one year.

**Period of Performance**

Upon receipt of contact officer approval until May 2006.

ATTACHMENT 11

APPLICABLE NAICS CODES

**Industries Eligible for the 10% Price Evaluation Adjustment****October 2000**

The Commerce Department has not updated its determination for fiscal year 2001. Until the update is released, the price evaluation adjustment and the authorized industries established in fiscal year 2000 will remain in effect.

The fiscal year 2000 price evaluation adjustment and the listing of the eligible Standard Industrial Classification (SIC) major groups are published at 64 FR 52806 (September 30, 1999).

Fiscal year 2001 begins the use of the North American Industry Classification System (NAICS), a new industry classification system (See FAC 97-19, 65 FR 46055, July 26, 2000).

Because the Commerce Department fiscal year 2000 determination contains SIC code designations, the procurement office has consulted tables matching SIC codes to NAICS codes (and vice versa).

NAIC	Description of NAIC Subsector		NAIC	Description of NAIC Subsector
212	Metal mining		334	Communications
212	Coal mining		221	Electric, gas, and sanitary services
211	Oil and gas extraction		421	Wholesale trade-durable goods
212	Extraction of non-metallic minerals, except fuels		421	Wholesale trade-nondurable goods
233	Building construction - General Contractors (Limited to firms in East North Central, East South Central, Middle Atlantic and West South Central Regions comprising the following states: AL, AR, IL, IN, KY, LA, MI, MS, NJ, NY, OH, OK, PA, TN, TX, and WI)		442	Building materials, hardware, garden supply, and mobile home dealers
234	Heavy Construction, other than Buildings (Limited to firms in East South Central and West South Central Regions comprising the following states: AL, AR, KY, LA, MS, OK, TN, TX)		452	General merchandise stores
235	Construction, Special Trade Contractors (Limited to firms in New England and West North Central Regions comprising the following states: CT, IA, KS, MA, ME, MN, MO, NE, NH, ND, RI, SD, VT)		445	Food stores
314	Textile mill products		441	Automotive dealers and gasoline service stations
315	Apparel and other finished products made from fabrics		448	Apparel and accessories stores

321	Lumber and wood products, except furniture		442	Home furniture, furnishings, and equipment stores
337	Furniture and fixtures		722	Eating and drinking places
322	Paper and allied products		453	Miscellaneous retail
323	Printing, publishing, and allied industries		521	Depository institutions
325	Chemical and allied products		522	Nondepository adjustment institutions
324	Petroleum refining and related industries		523	Security and commodity brokers, dealers, exchanges, and services
326	Rubber and miscellaneous plastics products		524	Insurance carriers
316	Leather and leather products		524	Insurance agents, brokers, and services
332	Fabricated metal products		531	Real estate
335	Electronic and other electrical equipment and components, except computers		525	Holding and other investment offices
336	Transportation equipment		721	Hotels, rooming houses, camps, and other lodging places
334	Measuring, analyzing, and controlling instruments; photographic, medical and optical goods; watches and clocks		541	Business services
339	Miscellaneous manufacturing industries		811	Automotive repair, services, and parking
485	Local and suburban transit and enter urban highway passenger transportation		811	Miscellaneous repair services
484	Motor freight transportation and warehousing		620	Health services
483	Water transportation		611	Educational services
486	Pipeline, except natural gas		541	Engineering, accounting, research, management, and related services
488	Transportation services		541	Miscellaneous services



ATTACHMENT 12

PAST PERFORMANCE QUESTIONNAIRE

## PAST PERFORMANCE QUESTIONNAIRE FOR AN INDIVIDUAL CONTRACT

Name of Offeror: \_\_\_\_\_

### Contract Information (Supplied by offeror in proposal, or obtained by EPA)

Evaluator's Organization:

Contract Number:

Contract Title:

Contract Value:

Type of Contract:

Period of Performance:

The ratings indicated below are to be supplied by the evaluator identified above and **not** the offeror.

Performance Elements	OUTSTANDING	EXCELLENT	GOOD	FAIR	POOR	COMMENTS
1. Quality of Product Or Service						
2. Cost Control						
3. Timeliness of Performance						
4. Business Relations *						
5. Meeting SDB Subcontracting Requirements						
6. Overall Performance						

\*Effective management, including subcontracts; reasonable/cooperative behavior; responsive to contract requirements; notification of problems; flexibility; pro-active versus reactive.

7. Please identify corporate affiliations that you have with the offeror, if any.

8. Would you do business with the offeror again?

9. Information provided by:

Name of Source \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_

10. Questionnaire received by:

Name of EPA  
Employee \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

ATTACHMENT 13

SAMPLE CLIENT AUTHORIZATION LETTER

Sample Client Authorization Letter

[Addressee]

Dear "Client":

We are currently responding to the Environmental Protection Agency RFP No. PR-CI-03-10595 for the procurement of functions in support of the USEPA's Environmental Response Team Center (ERTC). The EPA is placing increased emphasis in their acquisitions on past performance as a source selection factor. EPA requires offerors to inform references identified in proposals that EPA may contact them about past performance information.

If you are contacted by EPA for information on work we have performed under contract for your company, you are hereby authorized to respond to EPA inquiries.

Your cooperation is appreciated. Any questions may be directed to .

ATTACHMENT 14

COST PROPOSAL INSTRUCTIONS

The following paragraphs supplement the instructions set forth in the provision entitled "Instructions for Proposals". These instructions apply to both the prime contractor as well as subcontractors. It is the prime contractor's responsibility to ensure that all instructions are disseminated to subcontractors.

In the cost proposal, the offeror must certify that all proposed personnel (including proposed subcontractor personnel) meet the qualifications specified in the RFP. In the cost proposal, offerors shall demonstrate that the labor rates for the individuals identified in the technical proposal are included in the labor rate calculations in the cost proposal. Those individuals included in the technical proposal must be included in the cost proposal in a magnitude consistent with the significance of their role in the technical proposal. For example, an individual included in the technical proposal with significant expertise and credentials, who is being included to respond to technical criteria and earn a favorable technical review, should also proportionately be included in the cost proposal at a level of effort reflecting the potential anticipated usage of that individual, so that a crosswalk of expertise and cost is evident. The individual should not, logically, be included in the cost proposal for a very minimal level of effort (i.e., 5 hours) when the proposed individual has been a significant part of the technical expertise evaluation. If individuals in the technical proposal are included in an average labor cost center/pool, offerors shall demonstrate how those individuals are included in the respective cost center/pool for which they are proposed.

Proposals shall be numbered "1 of 4, 2 of 4, etc." on the front cover of the proposal.

(a) Offerors shall submit a total of 11 summary pages in their chosen format, each showing the total cost and fee proposed for each block of hours below. The offeror's summary sheets shall be supplemented as necessary to provide thoroughness and clarity in the data presented.

1. Base Period (year 1) Level of Effort (LOE)
2. Base Period (year 1) (Optional LOE)
3. Base Period (year 2) (LOE)
4. Base Period (year 2) (Optional LOE)
5. Base Period (year 3) (LOE)
6. Base Period (year 3) (Optional LOE)
7. Base Period (year 4) (LOE)
8. Base Period (year 4) (Optional LOE)
9. Base Period (year 5) (LOE)
10. Base Period (year 5) (Optional LOE)
11. Aggregate, All periods, All LOE

(b) The cost breakdown supporting the summary pages for the prime contractor and all subcontractors shall be prepared in the following format:

LOE (Level of Effort)	T o t a l
	Aggregate
(yr1)Base/Opt (yr2)Base/Opt (yr3)Base/Opt (yr4)Base/Opt (yr5)Base/Opt	
Direct Labor	
Fringe Benefit	
Overhead	
Travel	
ODC	
Consultants	
Subcontract	
X	
Y	
Z	
Total Subcontract	
Subtotal	
G&A	
Total Cost	
Fee	
Total Cost Plus Fee	

(c) All pages in the cost proposal should be numbered. An index with appropriate page references should be included. A complete narrative explanation regarding the basis of each cost element should also be included.

(d) The direct labor hours to be used to develop the cost proposal are detailed in Subparagraph (i) below. It is noted that no estimate has been included for company management or other support. If it is your disclosed practice to include company management or other support as a direct cost, then your proposal must include an estimate of the hours and associated costs that you believe will be necessary to support the specified level of effort. A narrative explanation of the basis of this estimate must also be included. If company management or other support is recovered through an indirect cost pool, no direct cost estimate is required. Your proposal must clearly indicate whether your disclosed practice is to recover company management and other support effort as a direct or indirect cost.

(e) The direct labor hours in Subparagraph (i) are the estimated workable hours required by the Government. These hours do not include release time such as holiday, vacation, and sick leave. The portion of release time allocable to the proposed direct labor hours shall be computed and shown separately from the direct labor rate. If these costs are normally included in a fringe benefit or other indirect cost rate, separate identification is not required. However, if release time or other labor-related costs are factored into your direct labor rates, these costs must be separately identified in your proposal. Your proposal should clearly indicate your disclosed practice regarding recovery of release time or paid absence.

(f) For each contract period, the offeror shall propose the amount



specified in Subparagraph (i) for Other Direct Cost (ODC). The specified amount may be allocated between the prime contractor and subcontractors if applicable. The estimated distribution of the specified ODC appears under the level of effort chart. If you anticipate additional ODCs other than those listed in the distribution, your cost proposal must identify such costs as separate line items. Narrative explanations regarding the basis of the additional ODCs must also be included.

(g) When subcontract effort is included in the cost proposal, the prime contractor shall submit charts for each period (base level of effort and optional level of effort as separate charts) and for the aggregate (all periods, all hours) which clearly indicate the exact allocation of the specified level of effort among the prime contractor and the proposed subcontractors. Specified labor categories as well as job titles within the labor categories should be identified. THIS CHART SHOULD BE INCLUDED IN BOTH THE TECHNICAL PROPOSAL AND THE COST PROPOSAL. HOWEVER, ONLY IN THE COST PROPOSAL SHOULD THE CHART ALSO REFLECT THE ALLOCATION OF THE SPECIFIED ODC.

(h) Offerors shall prepare proposals utilizing the labor categories, level of effort and ODC specified in the chart below. The level of effort is estimated to approximate the mix that will be required and is used primarily to provide a sound basis on which to compare competing cost proposals. The actual mix of hours incurred in performance of any resulting contract may vary greatly due to unknown factors that make the use of a level-of-effort contract necessary. Documents shall be submitted showing this data, one for each column in the chart below.

The cost must be broken down by discipline only if there are different labor rates for disciplines within a professional level. The disciplines identified under the professional categories are provided to reflect the professional titles commonly associated with the work to be performed under this contract. Those submitting proposals are encouraged to submit a professional staff which demonstrate the appropriate technical expertise and competence involved in these disciplines. The official titles of the proposed staff need not correlate with this list, which is provided merely to demonstrate the levels of expertise being sought. If the cost is not broken down by discipline, the proposal shall include a statement that rates are the same for all disciplines within a professional level.

The amounts shown for ODC do not include any indirect cost or fee. If it is your disclosed practice to apply an indirect rate to any of the categories of cost listed below, that indirect cost would be over and above the specified amounts. Your proposal should identify the applicable indirect cost as a separate line item.

The prime contractor and all subcontractors must include a statement that it is their normal accounting practice to charge the cost items specified below as direct costs. If any of the items are normally indirect costs,

the proposal shall indicate the items and the allocated ODC amount shall be reduced accordingly.

If the prime contractor or any subcontractor has any normal ODC items that are not included in the list shown below, the basis for the ODC shall be explained in the proposal and the appropriate amount shall be added to the specified ODC.

(i) The format on the following page is provided as a guideline in preparing the charts.

**Note:**

If it is your practice to propose uncompensated overtime, please indicate this information in your cost proposal.

If the indirect cost rates included in your proposal and/or your subcontractors' proposals are lower than the current, approved forward-pricing rates or current, approved provisional billing rates, it shall be assumed that these are ceiling rates, and they shall be incorporated into any resultant contract as such if the award is made upon initial proposals. If there is any objection to this, an explanation to the approach taken must be included in the narrative section in your proposal.

If a proposed subcontractor does not have an approved accounting system (one that is considered adequate for use on Government cost-type contracts), consent for a cost type (CPFF, etc.) subcontract will not be granted. Under this situation, a fixed-rate type subcontract would be more appropriate, and, for proposal purposes, the ODCs should remain with the prime contractor. During performance the ODCs must be managed by the prime contractor but may be allocated to the subcontractor on an as-needed basis. Please keep this in mind when negotiating the contract type with your subcontractors.

**NOTE:** PLEASE REFER TO RFP SECTIONS H AND L CONCERNING UNCOMPENSATED OVERTIME SUBMISSION

**NOTE:** PLEASE REFER TO ATTACHMENT 17 FOR THE DEFINITION OF LABOR CLASSIFICATIONS.

## DIRECT LABOR HOURS AND OTHER DIRECT COSTS (ODCs)

		Year 1	Year 1	Year 2	Year 2	Year 3	Year 3	Year 4	Year 4	Year 5	Year 5	Total
<b>EDISON,</b>	Level	Base	Option Qty	Base	Option Qty	Base	Option Qty	Base	Option Qty	Base	Option Qty	
Program Manager	P4	2000		2000		2000		2000		2000		10000
Operation Section Leader	P4	2000		2000		2000		2000		2000		10000
Anal. Lab Section Leader	P4	2000		2000		2000		2000		2000		10000
Air Response Section	P4	2000		2000		2000		2000		2000		10000
Proj. Mgt. Support Section	P4	2000		2000		2000		2000		2000		10000

<b>QA/QC Officer</b>	<b>P4</b>	2000		2000		2000		2000		2000		10000
<b>Health &amp; Safety Officer</b>	<b>P4</b>	2000		2000		2000		2000		2000		10000
<b>Operation Section</b>												
<b>GIS support group</b>												
ACAD	P3	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	20000
ACAD	P2	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	20000
Statisticians	P3	2000		2000		2000		2000		2000		10000
GIS support	P3	2000		2000		2000		2000		2000		10000
<b>Geology Group</b>												
Group Leader Sr.	<b>P4</b>	2000		2000		2000		2000		2000		10000
Sr. Geophysicist	<b>P4</b>	2000		2000		2000		2000		2000		10000
Sr. Ground Water Modeler	<b>P4</b>	2000		2000		2000		2000		2000		10000
Geochemist	<b>P4</b>	2000		2000		2000		2000		2000		10000
Geophysicist	P3	4000		4000		4000		4000		4000		20000
Hydrogeology	P3	4000		4000		4000		4000		4000		20000
Physical Scientist	P2	4000	4000	4000	4000	4000	4000	4000	4000	4000	4000	40000
Technicians	T3	4000	4000	4000	4000	4000	4000	4000	4000	4000	4000	40000
<b>Biology Group</b>												
Group Leader Sr. Toxicologist, (Environmental)	<b>P4</b>	2000		2000		2000		2000		2000		10000
Sr. Toxicologist (Mammalian)	<b>P4</b>	2000		2000		2000		2000		2000		10000
Sr. Toxicologist (Human)	<b>P4</b>	2000		2000		2000		2000		2000		10000
Sr. Terrestrial Ecologist	<b>P4</b>		2000		2000		2000		2000		2000	10000
Aquatic Biologist	P3	2000		2000		2000		2000		2000		10000
Risk Assessor	P3	2000		2000		2000		2000		2000		10000
Sr. Botanical Biologist	<b>P4</b>	2000		2000		2000		2000		2000		10000
Mammalian Biologist	P3	2000		2000		2000		2000		2000		10000
Biologist	P3	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	20000
Soil/microbial Ecologist	P3	2000		2000		2000		2000		2000		10000
Biologists	P2	4000		4000		4000		4000		4000		20000
Technicians	T3	4000		4000		4000		4000		4000		20000
<b>Engineering/Remediation</b>												
Group Leader Sr. Chemist	<b>P4</b>	2000		2000		2000		2000		2000		10000
Sr. Engineer	<b>P4</b>	2000		2000		2000		2000		2000		10000
Geotechnical Engineer	P3		2000		2000		2000		2000		2000	10000
Microbiologist	P3	2000		2000		2000		2000		2000		10000
Bioremediation Scientist	P3	2000		2000		2000		2000		2000		10000
Phytoremediation Scientist	P3	2000		2000		2000		2000		2000		10000
Project engineer	P3	2000	4000	2000	4000	2000	4000	2000	4000	2000	4000	30000
Technicians	T3	4000	2000	4000	2000	4000	2000	4000	2000	4000	2000	30000
<b>Air Response section</b>												
<b>Emergency Response</b>												
Group Leader Sr. Scientist	<b>P4</b>	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	20000
Health Physicist	<b>P4</b>	2000		2000		2000		2000		2000		10000
Chemist	<b>P4</b>		4000		4000		4000		4000		4000	20000

Chemist	P3	4000	2000	4000	2000	4000	2000	4000	2000	4000	2000	30000
Chemist	P2		4000		4000		4000		4000		4000	20000
Environmental Scientist	P3	4000	4000	4000	4000	4000	4000	4000	4000	4000	4000	40000
Environmental Scientist	P2	2000	4000	2000	4000	2000	4000	2000	4000	2000	4000	30000
Environmental Scientist	P1	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	20000
Senior Meteorologist/Modeler	P4	2000		2000		2000		2000		2000		10000
Meteorologist/Modeler	P3		2000		2000		2000		2000		2000	10000
Industrial Hygienist	P2	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	20000
Technicians	T3	4000	2000	4000	2000	4000	2000	4000	2000	4000	2000	30000
<b>TAGA/Advanced Analytics Group</b>												
Group Leader ( MS/MS chemist)	P4	2000		2000		2000		2000		2000		10000
Senior MS/MS Chemist	P4	2000	4000	2000	4000	2000	4000	2000	4000	2000	4000	30000
GC/MS Chemist	P3	4000	8000	4000	8000	4000	8000	4000	8000	4000	8000	60000
Chemist	P3	4000	4000	4000	4000	4000	4000	4000	4000	4000	4000	40000
Chemist	P2		8000		8000		8000		8000		8000	40000
OP-FTIR	P4		2000		2000		2000		2000		2000	10000
OP-FTIR	P3	2000		2000		2000		2000		2000		10000
Information technologist	P3	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	20000
Driver/Mechanic	P2	4000		4000		4000		4000		4000		20000
<b>Analytical Section</b>												
<b>Organic Group</b>												
Organic Group Leader	P4	2000		2000		2000		2000		2000		10000
Sr. GC/MS Chemist	P4	6000	2000	6000	2000	6000	2000	6000	2000	6000	2000	40000
GS/MS Chemist	P3	6000	2000	6000	2000	6000	2000	6000	2000	6000	2000	40000
Chemist, GC and GC/MS	P2	4000	2000	4000	2000	4000	2000	4000	2000	4000	2000	30000
Microwave Chemist	P3		2000		2000		2000		2000		2000	10000
Extraction Chemist	P2	4000	4000	4000	4000	4000	4000	4000	4000	4000	4000	40000
Field Chemist	P2	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	20000
Extraction Chemist	P1		4000		4000		4000		4000		4000	20000
Technicians	T3	4000	2000	4000	2000	4000	2000	4000	2000	4000	2000	30000
<b>Inorganic Group</b>												
Inorganic Group Leader	P4	2000		2000		2000		2000		2000		10000
XRF Chemist	P3		2000		2000		2000		2000		2000	10000
ICP/MS Chemist	P4	2000		2000		2000		2000		2000		10000
ICP Chemist	P3	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	20000
Chemists	P2	4000		4000		4000		4000		4000		20000
Administrative Technicians	T3	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	20000
<b>Report Group</b>												
Group Leader	P3	2000		2000		2000		2000		2000		10000
QA/QC Chemist	P3	4000	2000	4000	2000	4000	2000	4000	2000	4000	2000	30000
Report Writer	P3	6000		6000		6000		6000		6000		30000
QA/QC Chemist	P2	4000	4000	4000	4000	4000	4000	4000	4000	4000	4000	40000
Technicians	T3	4000		4000		4000		4000		4000		20000
<b>Project Mgmt Support</b>												
Group Leader	P3	2000		2000		2000		2000		2000		10000
ERC Coordinator	P3	2000		2000		2000		2000		2000		10000

Tech/Info Specialist	P2	4000		4000		4000		4000		4000		20000
Tech Editor	P3	2000		2000		2000		2000		2000		10000
Property Coordinator	P3	2000		2000		2000		2000		2000		10000
Network Administrator	P3	2000		2000		2000		2000		2000		10000
Network support	P2	4000		4000		4000		4000		4000		20000
Administrative support	T3	22000		22000		22000		22000		22000		110000
Purchasing	P3	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	20000
Purchasing support and subcontract	P1	6000	2000	6000	2000	6000	2000	6000	2000	6000	2000	40000
<b>Las Vegas, NV</b>												
<b>Emergency Response</b>												
Group Leader Senior	<b>P4</b>		2000		2000		2000		2000		2000	10000
Scientist												
Chemist	P3	2000		2000		2000		2000		2000		10000
Environmental Scientist	P3	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	20000
Environmental Scientist	P2		2000		2000		2000		2000		2000	10000
Metorologist/Modeler	P3	2000		2000		2000		2000		2000		10000
Industrial Hygienist	P2		2000		2000		2000		2000		2000	10000
Technicians	T3	2000		2000		2000		2000		2000		10000
MS/MS chemist	<b>P4</b>	2000		2000		2000		2000		2000		10000
GC/MS Chemist	P3	2000	6000	2000	6000	2000	6000	2000	6000	2000	6000	40000
Chemist	P3		4000		4000		4000		4000		4000	20000
Information technologist	P3	2000		2000		2000		2000		2000		10000
Driver/Mechanic	P2	2000		2000		2000		2000		2000		10000
<b>Project Mgmt Support</b>												
Tech/Info Specialist	P2		2000		2000		2000		2000		2000	10000
Network Administrator	P3	2000		2000		2000		2000		2000		10000
Administrative support	T3	2000		2000		2000		2000		2000		10000
<b>Sub Total Las Vegas</b>		<b>20000</b>	<b>20000</b>	<b>20000</b>	<b>20000</b>	<b>20000</b>	<b>20000</b>	<b>20000</b>	<b>20000</b>	<b>20000</b>	<b>20000</b>	<b>200000</b>
<b>Total REAC LOE</b>		<b>26000</b>	<b>13600</b>	<b>26000</b>	<b>13600</b>	<b>26000</b>	<b>13600</b>	<b>26000</b>	<b>13600</b>	<b>26000</b>	<b>13600</b>	<b>1980000</b>

	Contract Year 1	Contract Year 1	Contract Year 2	Contract Year 2	Contract Year 3	Contract Year 3	Contract Year 4	Contract Year 4	Contract Year 5	Contract Year 5	Grand Total
Other Direct Costs	Base	Qty Opts	Base	Qty Opts	Base	Qty Opts	Base	Qty Opts	Base	Qty Opts	
Relocation*		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Travel	700,000	500,000	728,000	520,000	757,120	540,800	787,405	562,432	818,901	584,929	6,499,587
Shipping	150,000	120,000	156,000	124,800	162,240	129,792	168,730	134,984	175,479	140,383	1,462,408
Communications	200,000	105,000	208,000	109,200	216,320	113,568	224,973	118,111	233,972	122,835	1,651,979
Reproduction	200,000	105,000	208,000	109,200	216,320	113,568	224,973	118,111	233,972	122,835	1,651,979
Medical Monitoring	200,000	100,000	208,000	104,000	216,320	108,160	224,973	112,486	233,972	116,986	1,624,897
Other**	3,000,000	3,000,000	3,120,000	3,120,000	3,244,800	3,244,800	3,374,592	3,374,592	3,509,576	3,509,576	32,497,936
Totals	4,450,000	3,930,000	4,628,000	4,087,200	4,813,120	4,250,688	5,005,646	4,420,716	5,205,872	4,597,544	45,388,786

\* Relocation costs amount may be proposed by the offerors

for the base period only, See Section H clause "Relocation Expenses".

\*\* The category of 'Other' is anticipated to include items such as supplies, instrumentation, and utilities.

(j) In the cost proposal, offerors shall provide (a) proposed targets expressed as both percentages and dollars of the total proposed contract amount in each of the applicable North American Industry Classification System (NAICS) Industry Subsectors as determined by the Department of Commerce, (b) a total target (expressed as both percentages and dollars) for SDB participation by the prime contractor, including joint venture partners and team members, and (c) a total target (expressed as both percentages and dollars) for SDB participation by subcontractors.

**NOTE:**

**ORIGINAL AND 2 COPIES OF THE OFFEROR'S AND SUBCONTRACTORS' COST PROPOSALS ARE REQUIRED**

## ATTACHMENT 15

### TECHNICAL EVALUATION CRITERIA

## TECHNICAL EVALUATION CRITERIA

### I. DEMONSTRATED QUALIFICATIONS OF KEY PERSONNEL **300 POINTS**

Demonstrated education, experience, expertise and availability of the designated P4 and P3 key personnel, relative to the requirements of the solicitation as measured by the following sub criteria:

A. Demonstrated technical and managerial qualifications (education, experience, expertise) and availability of the proposed Program Manager, Operation Section Leader, Analytical Laboratory Section Leader, Air Response Section Leader, Project Management Support Section Leader in relation to the requirements of the Performance Work Statement. **(125 points)**

B. Demonstrated technical qualifications, (education, experience, expertise) and availability of the proposed Quality Assurance Officer in relation to the requirements of the Performance Work Statement. **(20 points)**

C. Demonstrated technical qualifications, (education, experience, expertise) and availability of the proposed Health and Safety Officer in relation to the requirements of the Performance Work Statement. **(15 points)**

D. Demonstrated technical and managerial qualifications (education, experience, expertise) and availability of the specified key personnel designated to manage the requirements of the following sections of the Performance Work Statement:

1. Project Management, concentrating on the Environmental Response Center: Project Management Support Group Leader (P3). **(10 points)**

2. Operations Function, concentrating on Geology, Biology, Engineering, and multi-media studies: Geology Group Leader Sr. Hydrogeologist(P4), Sr. Ground Water Modeler (P4), Biology Group Leader Sr. Toxicologist (Environmental)(P4), Sr. Toxicologist (Human)(P4), and Engineering/Remediation Group Leader Sr. Chemical Engineer (P4). **(40 points)**

3. Air Response- concentrating on Emergency Response



Group, TAGA/Advanced Analytics Group, and the Las Vegas Air Response Section: Emergency Response Group Leader Sr. Environmental Scientist(P4), TAGA Group Leader MS/MS Chemist(P4), Sr. MS/MS Chemist (P4), Group Leader Sr. Environmental Scientist- Las Vegas(P4) and MS/MS Chemist- Las Vegas(P4)  
**(60 Points)**

4. Analytical concentrating on the Organic, Inorganic, and Report group: (Organic Group Leader (P4), Inorganic Group Leader (P4), and Report Group Leader (P3)  
**(30 points)**

## **II. QUALITY OF PROPOSED PROGRAM MANAGEMENT PLAN 200 POINTS**

Quality of the proposed program management plan specifically tailored to the activities which will be conducted under any resulting contract, as measured by the following subcriteria:

A. Appropriateness of the overall organizational structure which clearly delineates the responsibilities, and lines of authority. The proposal should also address the plan to recruit, hire, train and retain qualified personnel and adequacy of the communication mechanism proposed to ensure effective coordination and timely management of activities.  
**(50 points)**

B. Adequacy of the system proposed to track and monitor costs and performance to ensure performance within the established budgetary constraints and scheduled deadlines. The proposal should also address the adequacy of the proposed management plan to meet deadlines, respond to changing project requirements, and utilize personnel and resources effectively (including subcontractor personnel and resources). **(50 points)**

C. Adequacy of mobilization plan for contract start-up. Demonstrate a plan to provide the required services in an efficient and timely manner with minimum disruption to service in order to ensure the contract is fully staffed and functional within 30 days after award. **(50 points)**

D. Demonstrated commitment in the use of small disadvantaged business (SDB) concerns as demonstrated by the specificity with which offerors identify SDB concerns

to be used in the performance of work under the contract as well as the complexity and variety of the work the SDB concerns are to perform. Offerors shall provide (a) proposed targets expressed only as percentages of the total proposed contract amount in each of the applicable North American Industry Classification System (NAICS) Subsectors (see Attachment 11) as determined by the Department of Commerce, (b) a total target (expressed only as percentages) for SDB participation by the prime contractor, including joint venture partners and team members, and (c) a total target (expressed only as percentages) for SDB participation by subcontractors. NOTE: THE OFFEROR'S RESPONSE MUST ALSO BE INCLUDED IN THE COST PROPOSAL. IN THE COST PROPOSAL, OFFERORS SHALL PROVIDE THEIR PROPOSED TARGETS EXPRESSED AS BOTH DOLLARS AND PERCENTAGES OF THE TOTAL PROPOSED CONTRACT AMOUNT FOR (a), (b), and (c) above.

**50 POINTS**

### **III. DEMONSTRATED APPROPRIATENESS OF QUALITY MANAGEMENT PLAN**

**100 POINTS**

Demonstrated appropriateness of quality assurance procedures as proposed in a customized Quality Assurance/Quality Control (QA/QC) Management Plan that demonstrates ability to meet all QA Management needs under the Performance Work Statement. See provision in Section L of the RFP in the provision entitled "INSTRUCTIONS FOR THE PREPARATION OF A QUALITY MANAGEMENT PLAN".

### **IV. DEMONSTRATED PAST PERFORMANCE**

**250 POINTS**

Demonstrated performance on all or at least 5 contracts/subcontracts performed during the past three years as specified in Provision L, "Past Performance Information" included in the solicitation.

### **V. QUALITY OF RESPONSE TO SAMPLE WORK ASSIGNMENTS**

**1 5 0  
POINTS**

Quality of the proposed work plans submitted in response to the sample work assignments provided at Attachment 10.

#### **A. Sample Work Assignment No: 1**

**(75 points)**

Shall be evaluated on the quality of the proposed technical approach and the associated rationale, the appropriateness

of the staffing plan and proposed schedule which identifies specific milestones for completing the work assignment, and the appropriateness of the proposed Quality Assurance Project Plan.

B. Sample Work Assignment No: 2 (75 points)

Shall be evaluated on the quality of the proposed technical approach and the associated rationale, appropriateness of the staffing plan and proposed schedule which identifies specific milestones for completing the work assignment, and the appropriateness of the proposed Quality Assurance Project Plan.

**TOTAL POSSIBLE POINTS:**

**1000 POINTS**

## ATTACHMENT 16

### TECHNICAL PROPOSAL INSTRUCTIONS

## TECHNICAL PROPOSAL INSTRUCTIONS

1. **TECHNICAL PROPOSALS SHALL BE LIMITED TO A TOTAL OF 175 SINGLE SPACED, TYPED PAGES INCLUDING CONTENTS PAGES, SUPPORTING APPENDICES AND RESUMES. PAPER SIZE SHALL BE 8 1/2 X 11. PAGES SHALL HAVE A ONE INCH MARGIN ON ALL SIDES. TYPE SHALL NOT BE SMALLER THAN 11 POINT TIMES NEW ROMAN FONT, OR SIMILAR, FOR TEXT AND 9 POINT FOR TABLES. ANY INFORMATION CONTAINED ON PAGES THAT EXCEED THE PAGE LIMIT SHALL NOT BE EVALUATED.**

2. Technical evaluation of proposals will be based on the Technical Evaluation Criteria in Attachment 15.

3. The Offeror's technical proposal must be prepared as a separate part of the total proposal package, and shall be specific and sufficiently detailed to allow a complete evaluation of its method for satisfying the requirements set forth in this RFP. All cost or pricing details shall be omitted from the technical proposal.

4. The technical proposal shall comprehensively address each of the criteria described in Attachment 15, "Technical Evaluation Criteria", and shall be prepared in exactly the same order, using the same numbering system for all criteria and subcriteria. Include all material that is to be evaluated under the appropriate individual criterion and sub-criterion.

5. The following instructions apply to the Technical Evaluation Criteria as set forth in Attachment 15:

**Criterion I** is established to evaluate the qualifications (experience, expertise and availability) of the proposed key personnel set forth in Section H clause entitled, "Key Personnel". All proposed personnel must meet the qualifications set forth in Attachment 17 "Definitions of Labor Classifications" of this RFP.

For proposed key personnel the following information shall be provided:

- a. Name, Professional Level, and Job title
- b. Proposed role under the contract
- c. Percent of time available for the contract
- d. Degree(s) held and corresponding field of study (e.g., BS in chemical engineering)
- e. Specific project experience which relates directly to the type of work specified in the Statement of Work\*
- f. Job responsibility for project experience described in item e\*
- g. Time dedicated to each project in item e\*
- h. Beginning and ending date of each project in item e\*
- i. Current project commitments, including percent of time for each current project, and duration of each project.

**\*It is not sufficient to merely state that an individual worked on a project. WHAT DID SHE/HE DO?**

**Criterion II** is established to evaluate the quality of the offeror's plan to effectively manage the contract.

**Criterion III** is established to evaluate the ability to prepare a Quality Management Plan pursuant to the instructions in Section L of the RFP in the provision entitled "INSTRUCTIONS FOR THE PREPARATION OF A QUALITY MANAGEMENT PLAN" and the clause in Section E entitled "Higher-Level Contract Quality Requirement".

**Criterion IV** is established to evaluate information which the Government will elicit from entities regarding their contractual experience with the offeror. List all or at least five (5) contracts and subcontracts completed during the last three years and all contract and subcontracts currently in process. Refer to section L for a description of the information that must be included for each contract and subcontract.

**Criterion V** is established to evaluate the ability to prepare work plans that demonstrate an understanding of the technical issues involved in the Sample Work Assignments (SWA). Prepare the work plans in accordance with the instructions in the Work Assignment Clause in Section B of the RFP with the exception that no costs or pricing data are to be included. The Sample Work Assignments are provided in Attachment 10 "Sample Work Assignments".

**ORIGINAL AND 6 COPIES OF THE OFFEROR'S TECHNICAL PROPOSAL ARE REQUIRED**

## ATTACHMENT 17

### LABOR CLASSIFICATIONS

**Definitions of Labor Classifications**

The following labor classification definitions are provided to aid in the preparation of the technical and cost portions of your proposal.

**PROFESSIONAL**

(a) **Level 4** - Plans, conducts, and supervises projects of major significance, necessitating advanced knowledge and the ability to originate and apply new and unique methods and procedures. Supplies technical advice and counsel to other professionals. Generally operates with wide latitude for unreviewed action.

Typical Title: Program Manager

Normal Qualifications: Ph.D. Degree (minimum 10 years of Experience)

M.S. Degree (minimum 12 years of Experience)

B.S. Degree (minimum 14 years of experience)

(b) **Level 3** - Under general supervision of project manager, plans, conducts, and supervises assignments normally involving smaller or less important projects. Estimates and schedules work to meet completion dates. Directs assistants, reviews progress, and evaluates results, makes changes in methods, design, or equipment where necessary. Operates with some latitude for unreviewed action.

Typical Title: Senior Engineer, Group Leader

Normal Qualifications: M.S. Degree ( with 8 Years of experience)

B.S. Degree ( with 6 Years of experience)

(c) **Level 2** - Under supervision of a level senior to Level 2, carries out work assignments associated with specific projects. Translates technical guidance received from supervisor into usable data applicable to the particular assignment; coordinates the activities of technicians. Work assignments are varied and require some originality and ingenuity.

Typical Title: Engineer, Analyst

Normal Qualifications: B.S. Degree (with 3 years Experience:)

(d) **Level 1** - Lowest or entering classification. Works under close supervision of a senior engineer or project manager. Gathers basic data and performs routine analyses. Works on less complicated assignments where little evaluation is required.

Typical Title: Junior, Associate

Normal Qualifications: B.S. Degree ( new graduate)

Associate degree ( with 2 Years of Experience)

**TECHNICAL**

(a) **Level 3** - Performs nonroutine and complex assignments. Works under



general supervision of an engineer. Performs experiments or tests which may require nonstandard procedures and complex instrumentation. Records, computes, and analyzes test data, prepares test reports. May supervise lower level technicians.

Typical Title: Senior Technician

Experience: 6 years

(b) Level 2 - Performs assignments that are normally standardized. Operates testing or processing equipment of moderate complexity. May construct components or subassemblies of prototype models. May troubleshoot malfunctioning equipment and make simple repairs. Extracts and processes test data.

Typical Title: Technician

Experience: 2 years